AUBURN
Human Resources

Asst Dir, Personal Training

Job Description

JOB INFORMATION

Job Code	AE78
Job Description Title	Asst Dir, Personal Training
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/14/2017

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Oversees the direction, development, and management of the Personal Training Program for the Campus Recreation and Wellness Center. Responsible for the operation and supervision of personal training facility.

RESPONSIBILITIES

- Provides professional management for comprehensive personal training services for Auburn University Campus Recreation. Offers continuing education to all personal training staff members in order to obtain and maintain personal training certifications. Ensures safety of personal training staff and clients by offering continuing education and training to staff members.
- Oversees staff development to ensure training programs provide progressive student staff development; establishes and maintain regular performance evaluation for all personal training employees.
- Supervises Personal Training Coordinators and Graduate Assistants. Recruits, hires, trains, schedules, and evaluates student and non-student personal trainers to provide a comprehensive and successful personal training experience.
- Ensures all appropriate policies and procedures are followed consistently for student and administrative staff. Provides continuing education opportunities for personal training staff, including training for new and skilled trainers.
- Establishes short and long-term goals and objectives for the personal training program. Determine needs for programs, services, equipment and budget to implement goals.
- Compiles necessary statistical data to provide and maintain reports for assessments of services and goals.
- Implements and instructs a personal training class and lab to prepare all trainers to be certified by a nationally recognized and accredited organization. Responsible for coordination of marketing staff to support program publicly to attract participants, identifies target markets, setting goals and objectives for class.
- Collaborates with the Director, Recreation Programs to plan, promote, and implement annual calendar events, including special events that provide in-depth educational programs for individuals and groups. Coordinates with marketing team to generate publicity for events and services.
- Maintains professional affiliations, certifications, and professional growth and development to remain aware of latest trends and research for the recreation and personal training industry.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education or relevant field.	and	5 years of	Experience in a university or corporate health and fitness setting. Ability to train and supervise certified personal trainers.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of personal training programs, design, and instruction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
ACE - Advanced Health & Fitness Specialist	Active personal trainer certification from nationally accredited organization required;	Upon Hire	Required	And
ACSM - Clinical Exercise Specialist	Active personal trainer certification from nationally accredited organization required	Upon Hire	Required	And
NASM - Fitness Instructor Certification	Active personal trainer certification from nationally accredited organization required	Upon Hire	Required	And
	Active personal trainer certification from nationally accredited organization required; NSCA	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.