



TJF Job Description

Position: Master Personal Trainer

Reports To: Owners of TJF

DESCRIPTION

Personal training managers primarily work in the hiring, program design, and sales development of new fitness trainers. Ultimately, he or she is responsible for the trainer's performance. This includes consistent feedback on professionalism, training skills, programs/exercises used, client issues, sales strategies, etc., as part of this evaluation.

This individual will be a certified fitness trainer. Therefore, they also act as personal trainers to a client base. He or she will design fitness programs at the club for their clients while initiating, supporting, and directing programs for the training staff. Overall, they must thoroughly understand their clients' needs and those of the other trainers. This includes a comprehensive understanding and knowledge of using all exercise equipment within the facility.

The sales element completes the responsibilities of a personal training manager. This includes but is not limited to, setting specific sales goals for the trainers, selling personal training packages, customer service, and client retention. Facility ownership will ultimately evaluate performance in these metrics.

RESPONSIBILITIES

- Experience managing a client base and their individualized fitness programs.
- Expertise in directing training staff, including their clients and fitness goals.
- Leadership capabilities to lead a team and teach other trainers new skills.
- Energetic and personable at all times, aiming to work with and motivate others.
- Proficient in creating/managing club goals such as promotions, memberships, and sales objectives.
- Excellent communication and interpersonal skills with the ability to motivate others.
- Organized with the ability to prioritize, multitask, and delegate responsibility.
- Reliable with time management, patience, and professionalism.

REQUIREMENTS

- Current personal training certification through a nationally accredited organization (NASM certification strongly suggested).
- CPR/AED Certified.
- Associate's or Bachelor's degree in exercise physiology or related field is a major plus.

Effect on End Result: This position ensures that **Triple Jump Fitness** provides safe, positive, and educational exercises in the training department to fully support the TJF mission.

I understand/accept that the above description represents my agreement to perform the job.

Signature _____ Date _____ Revised July 16, 2024