



## CLUB GREENWOOD

### JOB COMMITMENT

## Club Greenwood Personal Trainer

### General Summary

The Club Greenwood Personal Training Staff is a cornerstone of the club. Personal Trainers play an important role in facilitating an energizing, inviting and safe atmosphere for all Greenwood members and guests. Personal Trainers are expected to offer prompt, professional, courteous service to all members, assist members in creating and executing safe and effective workout programs, while helping to maintain a neat and orderly environment at all times.

We are currently searching for highly qualified and experienced Personal Trainers who are looking to deepen their career at a facility focused on community, relationships, whole wellness and fitness and a long-term employment environment.

Please read the following in its entirety. If you feel you are an excellent fit, forward your resume to Vivian Griggs, Personal Training Coordinator at [viviang@clubgreenwood.com](mailto:viviang@clubgreenwood.com).

### What Makes You Stand Out

- You are energetic, enthusiastic, observant, attentive and motivated
- You have a personal passion for health, fitness, athletics, working out and nutrition.
- You are proactive and self-motivated, seeking ways to improve not only yourself but our club as well.
- You stay abreast of current fitness trends and research, ready to apply the knowledge to further your clients' success. You strive to be the best fitness expert.
- You have a positive attitude.
- You have excellent written and verbal communication skills and excellent customer service skills.

### What it Takes to Succeed as a Club Greenwood Personal Trainer

1. Offer service excellence to members and guests at all times
  - a. Greet incoming and outgoing members with a smile and personalized greeting. Respond promptly and courteously to their needs.
  - b. Be prepared for all appointments on time – be ready with all appropriate paperwork and programming and be in place, waiting, when they arrive.
  - c. Conduct all training sessions within the “flow” of the facility, sharing machines and space when necessary, re-racking weights and following time limits on cardio machines.
  - d. Demonstrate a complete knowledge of Greenwood’s fitness services.
  - e. Proactively offer assistance and effectively handle member concerns and complaints.
2. Assist members in planning, organizing and executing a safe, detailed, progressive and goal-oriented training program.
  - a. Thoroughly discuss and document relevant fitness, lifestyle, medical, personal and professional information as well as workout goals, preferences, history and limitations to accurately develop a detailed, well thought out, progressive program designed to maximize results.



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- b. Instruct members in proper exercise form, proper usage of all equipment, including cardio, in order to ensure a safe experience.
- c. Provide attentive supervision to each client, ensuring detailed feedback, support and encouragement as needed, ensure accurate tracking of client participation in scheduled training sessions as well as providing supervision for safety and liability concerns at all times.
- d. Maintain current and complete client documentation for all training sessions and programs. Maintain a current, accurate and complete schedule in our client management system.
3. Help maintain cleanliness at Greenwood by keeping not only the fitness area and trainer's office neat and clean but all areas of the club.
4. Maintain a minimum of 12 billable sessions per week with an initial ramp up period of three months. Perform all necessary and available business building activities in order to maintain a constant pipeline of new business.
5. Represent Greenwood in a positive manner by adhering to all policies and procedures as outlined in the Employee Handbook.
  - a. Arrive on time and ready to work for all appointments and shifts. Follow proper procedures for requesting time off or changing your work schedule.
  - b. Maintain a professional appearance at all times by adhering to the uniform policy and always wearing your nametag.
  - c. Display a positive attitude and willingness to work as part of the team.
  - d. Maintain privacy and confidentiality of all member information as outlined in the Employee Handbook.
  - e. Uphold the standards set forth by Greenwood's set of core values: Passion, Integrity, Teamwork, Stewardship, and Continuous Improvement.
6. All other duties as assigned.

### Qualifications

1. Experience/Education
  - a. Must have at least 2 years of experience as a personal trainer
  - b. Must have a current CPR certification
  - c. Must have or be able to achieve a NASM certification within 3 months of employment. Preference given to candidates currently holding a NASM certification.
  - d. Bachelors in related health and fitness field STRONGLY preferred.
2. Physical Demands
  - a. Must be able to stand for long periods of time
  - b. Must be able to squat, bend and lift up 100 lbs.
  - c. Basic computer skills are required.