

1111 SW 10th Avenue, Portland, OR 97205
Telephone (503) 294-7470: Fax (503) 294-7399, www.ywca-pdx.org
Email: Employment @ ywca-pdx.org

INTERNAL Job Opening Announcement

POSITION TITLE: PART TIME CERTIFIED PERSONAL FITNESS TRAINER (10 HOURS PER WEEK)

REPORTS TO: PROGRAM MANAGER –EAST COUNTY SENIOR SERVICES

LOCATION: Gresham, OR

STARTING WAGE: Dependant on Experience and Qualifications

Application Closure Date: Open until filled

A YWCA job application form is required, please. Resumes are welcomed but are not accepted in place of the YWCA job application form. Application forms are available at 1111 SW 10th Avenue, Portland, OR 97205 or www.ywca-pdx.org/employment.htm Email: employment@ywca-pdx.org

PRIMARY RESPONSIBILITIES:

Work with seniors and persons with disabilities in a small group exercise room. Responsible for assessing members' current fitness status, assigning, monitoring and re-evaluating personal fitness programs. As potential first contact with new exercisers, maintain a high degree of professionalism and provide a caring and welcoming environment for all fitness club users

JOB DUTIES:

- Ensure that the YWCA Mission (the empowerment of women and girls and the elimination of racism) is implemented in each fitness program.
- Provide realistic, personalized written programs that accounts for participants' wishes, needs, possible limitations and possible medical conditions.
- Guide participants through training with attention to detail and each member's specific needs.
- Obtain medical releases from all members signed up for personal training prior to start of program.
- Keep accurate records of all transactions. Maintain database with daily upkeep of information, alerting supervisor of any problems.
- Stay informed about new research and development in the field of personal fitness.
- Help to maintain a clean and safe environment for members.

**The YWCA of Greater Portland is an Affirmative Action/
Equal Opportunity Employer that values diversity, and is
fully committed to employing a diverse workforce.**

- Demonstrated knowledge of anatomy, kinesiology, exercise principles and safety precautions. Demonstrated knowledge, skill and ability in proficient use of office equipment, and exercise equipment.
- Demonstrated basic knowledge of Microsoft Office, PC tracking software in fitness conditioning/evaluation.
- Must meet all local health regulation requirements including criminal background investigation and reference inquiry.
- Ability to prioritize and perform multiple tasks.
- Ability to function and excel in team environment.
- Demonstrate the spirit and mission of the organization.
- Commitment to treat all members of all races, ages, sizes, abilities, religions, sexual orientation, national origin, ancestry, and medical limitations fairly and with respect and dignity.

MINIMUM QUALIFICATIONS (Required):

Requires personal trainer certification from nationally accredited organization or degree in physical education.

Ability to monitor and meet individual fitness needs while maintaining a non-intimidating, professional attitude and environment.

Requires ability to address the health needs of people of color, large persons, and low-income members.

Criminal Background checks will be required. Please note that conviction of a crime may preclude employment.

Must be able to relocate up to 25lbs.

This position is an on-call position. Schedule would normally be Mon/Wed/Fri, 8.15am - 11.45am, and is subject to change.

Position requires schedule flexibility. Incumbent of this position must be reachable by telephone.

**The YWCA of Greater Portland is an Affirmative Action/
Equal Opportunity Employer that values diversity, and is
fully committed to employing a diverse workforce.**