

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Casual Part-time Personal Fitness Trainers

Reports to:

Health and Fitness Specialist

Duties and Responsibilities:

The Personal Fitness Trainers will conduct fitness assessments, develop fitness programs, and provide personal training sessions for patrons of the Penn College Fitness Center. The Personal Fitness Trainers will also provide fitness orientations, help plan and implement special programs, and act as leaders in the workout areas.

Specifically, they will:

- Educate patrons on fitness-related topics. (Essential)
- Conduct risk assessments and health consultations maintaining a high level of confidentiality. (Essential)
- Keep detailed and accurate records of client information. (Essential)
- Conduct fitness assessments. (Essential)
- Design and implement individual workout programs. (Essential)
- Demonstrate and coach clients on proper use of cardiovascular, strength, and flexibility equipment. (Essential)
- Promote safe technique and form when weight training. (Essential)
- Emphasize Fitness Center policies and conduct. (Essential)
- Assess any injuries which may occur and refer person for appropriate treatment according to Student Health Services policies and procedures. (Essential)
- Inform the Health and Fitness Specialist in writing of problems encountered at Fitness Center or health/wellness events for follow-up as necessary. (Essential)
- Remain current in the field of fitness, health, and wellness. (Essential)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job related duties as assigned by the Health and Fitness Specialist. (Marginal)

Qualifications:

Minimum

- *Associate's Degree in Physical Fitness Specialist.
- *Personal Fitness Training certification received from a reputable organization, including ACSM, NSCA, ACE, or NASM.
- *Certified in CPR and First Aid.
- *Ability to work in active environment managing several functions simultaneously.
- *Must be well-organized and able to work on own initiative.
- *Excellent written and oral communication skills.
- *Professional appearance (good hygiene, appropriate dress, no visible piercings or tattoos).
- *Interpersonal skills necessary to deal effectively and courteously with students, faculty, staff, and the public.
- *Demonstrated sensitivity to diversity and multicultural issues.
- *Functional ability with microcomputers or aptitude to learn microcomputer functions.
- *Sensitivity to expectations of students, faculty, and staff.

Desired

- *Enrolled in Bachelor's of Applied Health program.
- *Prior personal fitness training experience.

Machines, Tools, Equipment:

- *Microcomputer.
- *Fitness Assessment Equipment, i.e. body fat analyzer, blood pressure cuff, sit and reach box.
- *Fitness Equipment, i.e. cardiovascular, strength, and flexibility.

Special Job Features:

- *Must be able to move about freely around campus.
- *Must be in excellent physical condition; as one may need to demonstrate equipment to clients and/or "spot" clients during the sessions.

Conditions of Employment:

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

Classification:

APT/Miscellaneous/Nonexempt

Rate of Pay:

\$20.00 per hour

Starting Date:

*As soon as feasible

Schedule:

*Up to 18 hours per week, year round.

Deadline for Application:

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until suitable candidates are identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College
on the Internet at www.pct.edu.*