

**Bob's Gym Personal Training
Job Description
Intern**

Overview: To provide fitness training and coaching to assigned clients, to ensure safety and facilitate performance

Daily Functions:

- Have your schedule filled out and accurate for the next week
- Be at least 5 minutes early for your appointment
- Greet clients upon arrival
- Have workout prepared for them in a training journal or notebook
- Discuss activities since last workout
- Coach client through workout
- Schedule next workout for client
- Assign workout for client to do before your next session when appropriate
- Mark sessions appropriately in the system (attended, late cancel, etc.) DAILY
- Answer the phone and take messages when necessary
- Assist in maintaining a clean, professional facility (wipe down benches, stock towels and drinks, put weights away in proper place, make sure locker rooms are clean)
- Make sure there are no surprises
- Pass out handouts, letters, flyers, etc to clients when appropriate

Weekly Functions:

- Attend all meetings when requested
- Make sure your schedule for the past week is accurate and complete
- Make sure you know your schedule for the upcoming week. Know if there are any things outside of your ordinary routine or your calendar.
- Weigh in all clients (unless specifically instructed by owner or client refuses).
- Perform re-assessment when appropriate.
- Call or email at least 2 former clients. See how they are doing.

Uniform: Must wear something appropriate, if possible with a Bob's Gym logo on it or. Must wear appropriate footwear. NO OPEN TOED SHOES. Facial hair must be neatly maintained.

Additional Items:

- No cell phones on the training floor.
- Requests for time off must be submitted and approved at least 1 week prior when possible.

Reporting Structure: Report to Director of Personal Training and/or General Manger.

Qualifications: High school graduate. Must have an approved certification. Must be CPR/AED certified. Excellent verbal communication skills. Excellent listening skills. Adept at adjusting to people's moods and personalities. Must have the emotional stamina to be "at your best" with each client.

Performance Appraisal: Mid-term and Final Evaluation

Compensation: Based on Bob's Gym Pay Scale.

Job Description Prepared By: Tony Maslan, Director of Personal Training, Bob's Gym