Cherry Creek Athletic Club
Personal Training Coordinator
Job Description

Reports to Fitness Director

Summary
The Personal Training Coordinator is responsible for the marketing, coordination, programming, staffing, and financial management of the personal training department.

Primary Responsibilities

- Supervise, train, manage, and provide leadership to the Personal Training staff to ensure that minimum standards are achieved.
- Interview and hire staff with required skills, certifications, and characteristics.
- Complete all new hire paperwork for Personal Trainers
- Develop and market innovative health and fitness programs that will result in the growth of personal training revenue.
- Maintain the Personal Training bio/photo display and information area.
- Ensure safe personal training protocols.
- Provide and document clear and concise performance feedback to Personal Trainers on minimum standards within formal performance coaching guidelines.
- Communicate with staff using a variety of methods, i.e. one-on-one, staff memos, and regularly scheduled meetings.
- Create and submit for approval the annual Personal Training budget.
- Develops and coordinates a quarterly marketing plan fort the Personal Training department designed to achieve budgeted monthly gross revenue.
- Create and revise as necessary a new member orientation program.
- Conduct individual, duo, and group personal training sessions for members up to 15 hours per week.
- Complete all other duties as assigned by the Fitness Director.

Characteristics
Friendly and outgoing
Organized
Goal oriented
Creative
Able to train and coach

Qualifications
Bachelor's Degree preferably in a fitness or related field
3 to 5 years of experience in Personal Training as well as supervisory experience
ACE, ACSM, NASM, or NSCA personal training certification
Second nationally recognized certification
CPR/AED certification