

# **Fitness Trainer Job Description**

**JOB TITLE:** Fitness Trainer

**OVERVIEW:** To provide fitness training and coaching to assigned clients to ensure safety and facilitate performance towards their planned goals.

## **SPECIFIC FUNCTIONS:**

1. Provide clients with WOW training and customer service
2. Complete client assessment worksheets each week
3. Coach client through workout
4. Remind client of next workout and ensure they get scheduled
5. Review and complete training worksheets prior to and after each session
6. Support Nutritional Education
7. Complete client renewal forms
8. Review client worksheets with lead trainer
9. Make sure there are no surprises
10. Attend all meetings when requested

**REPORTING STRUCTURE:** Report to assigned lead trainer; you supervise no one.

**QUALIFICATIONS:** High school graduate. Excellent verbal communications 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.

## **TRAINING REQUIRED:**

1. How to greet clients and prospects
2. How to provide WOW training and customer service
3. Overall training protocol
4. How to ask questions and complete client assessment worksheets
5. How to complete client training worksheets
6. How to complete client renewal process
7. Nutritional Education
8. Nutritional Supplements
9. How to handle client problems
10. Emergency policies and procedures
11. Safety rules and regulations
12. Company policies and procedures
13. Employee Handbook

**PERFORMANCE APPRAISAL:** Quarterly, semi-annual, annual

**COMPENSATION:** Base plus commission. (Base tied to either hourly or trained sessions, commission tied to either trained session bonus or referrals/renewals).