SFSU CAMPUS RECREATION

NOW HIRING

Student Manager of Personal Training

APPLICATION DEADLINE:
OPEN UNTIL FILLED

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

Qualtrics - Common Application:
HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FORM/SV_3N47J30AEH4XELX

For more information about Campus Recreation visit: http://campusrec.sfsu.edu
Student Manager of Personal Training
(20 hrs/wk)
$16.50/Hour

Purpose
The primary responsibility of the Student Manager for Personal Training is to oversee the operations and management of the Personal Training program area in the Mashouf Wellness Center. Experience and knowledge of fitness, exercise and health as well as leadership are essential for this role. This position also provides overall development and promotion of programs as well as contribute to the goals and values of the Campus Recreation Department.

Duties and Responsibilities
- Oversee operations and procedures of the Personal Training program area in accordance with Fitness and Wellness Coordinator
- Conduct managerial procedures such as scheduling, training, payroll and leadership of certified Personal Training staff
- Administer hiring of Personal Trainers which includes interviewing, conducting interviewee training demonstration, offering file reviews and on-boarding
- Train Personal Training staff on all responsibilities and standards established by the Personal Training program area and Campus Recreation to maintain quality of service
- Enforce policies and procedures established by the Personal Training program area and Campus Recreation
- Maintain client confidentiality through HIPAA (Health Insurance Portability and Accountability Act) guidelines
- Conduct client outreach for Personal Training inquiries
- Manage inventory and fitness equipment utilized by the Personal Training program area
- Collaborate with other department and campus entities for programs and events (working with MWC Operations, Reservations, Fitness Operations, Group X, Risk Management and other MWC / campus departments)
- Contact external vendors to organize programs and events
- Facilitate routine Personal Training staff meetings
- Survey client satisfaction at the end of regular semester to improve Personal Training Services
- Provide analytical data and semester reports which include reportable numbers such as revenue made, number of clients serviced and amount of Personal Training services used
- Maintain standardized risk management practices and emergency procedures
- Disseminate information of Personal Training services as well as Campus Recreation programs and events
- Routinely attend scheduled Management Team Meetings as well as Management Team Leadership Retreats, and other required trainings and meetings as necessary
- Provide a professional, welcoming and inclusive environment for staff and members
**QUALIFICATIONS**

- Student at San Francisco State University enrolled in a minimum of 6 units during regular semester
- Minimum 2.0 cumulative GPA (Grade Point Average)
- Previous leadership, administrative or management experience
- Knowledge of exercise, training and health as well as group fitness
- Adult and Pediatric First Aid / CPR / AED certification (able to receive within first 3 months of hire)
- Strong communication skills, organized, attentive to detail and ability to work in a team atmosphere
- Sufficient in use of Microsoft programs and other computer-based software
- Must be able to work independently without direct supervision on day-to-day tasks
- Employment may be dependent on passing a background check.
- Personal / Fitness Trainer certification not required but strongly recommended