# Personal Training Program Assistant Job Description



### **RecSports Team Member Responsibilities**

- Develop professional relationships with co-workers, participants, and guests.
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere.
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador.
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic.
- Promote and maintain cleanliness and appearance within and around RecSports facilities.
- Enforce RecSports policies and procedures to promote participant safety and satisfaction.
- Respond to all emergency situations and adhere to established protocol including pre- and postincident procedures.
- All RecSports employees are expected to abide by the RecSports Student Staff Code of Conduct
  that clarifies shared expectations and standards in effort to best serve our patrons, develop each
  team member, and prepare student employees for future career endeavors.

## RecSports Fall Kick-Off 2025: Tuesday, August 19

- Fall Kick-Off is our all-staff event to discuss department-wide updates, facilitate unit training sessions, as well as cultivate community and positive energy within our RecSports team. All RecSports Student Staff are expected to attend and will be paid for their training time.
- Fall Kick-Off is scheduled for August 19, 2025. Please mark your calendars as this is mandatory for allstaff! In addition, please hold your calendars for August 15-20, 2025 for mandatory unit-specific trainings

#### **Hourly Pay**

• \$14.50 per hour

#### **Unit Specific Job Responsibilities**

- Assist with the daily operation of the Personal Training program under the supervision of the Coordinator for Personal Training.
- Assist in the hiring, training, and evaluation process of Personal Trainers.
- Lead a mentor group of Level I Personal Trainers.
- Assist in the promotion and facilitation of the NASM Personal Training Prep Course.
- Facilitate annual mock client evaluation process, including recruiting volunteer clients, managing personal trainer evaluators, and collaborating with the Coordinator to finalize hiring decisions.
- Understand and drive metrics that relate to program success, such as client retention and revenue generation.
- Assist in the purchase and acquisition of fitness equipment for exclusive Personal Trainer use.
- Creative idea generation that promotes and improves the Personal Training program.
- Manage and propose pricing and sales promotions.
- Producing and delivering presentations in various continuing education settings.
- Perform other duties as assigned.

#### **Requirements/Qualifications**

- Must be enrolled in an undergraduate or graduate program at the University of Florida.
- Demonstrate effective communication and organizational and leadership skills, commitment to customer service and effective interpersonal communication skills.
- Hold a personal training certification from a nationally recognized organization such as ACE, NSCA, NASM, ACSM.
- Additional certifications preferred, but not required.
- Complete and maintain UF online certifications in GET803, OOC101, PRV802, ITT102, GET811.