



OPENING FOR  
**PERSONAL TRAINER**  
ASI Campus Recreation

**Pay Rate: \$15.00 per hour**

This is an hourly, non-exempt, part-time position not to exceed 29 hours per week, without benefits.

## THE POSITION

Under minimal supervision from the Fitness Coordinator, the Personal Trainer conducts fitness consultations and personal training sessions for members of the Bronco Recreation and Intramural Complex (BRIC) and completes special projects related to fitness programs and services. The Personal Trainer performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design and lead one-on-one personal and small group training sessions for members of the BRIC
- Conduct fitness consultations and assessments according to ACSM guidelines and ASI Campus Recreation protocols
- Demonstrate exercise techniques and provide assistance to members using the fitness facilities and equipment
- Ensure member safety and assist with implementing fitness space policies
- Assist with educational workshops and special programs related to fitness
- Promote total body health and wellness for members of the BRIC
- Prepare and submit weekly fitness reports
- Maintain open communication with the Fitness Coordinator
- Attend trainings, meetings, and workshops as required
- Maintain current knowledge of other ASI and Campus Recreation programs and services
- Maintain current certifications related to personal training including CPR/First Aid/AED
- Perform other duties as assigned

## QUALIFICATIONS

- Current American Red Cross First Aid, CPR, and AED Certification
- Current personal training certification through ACSM, ACE, AFAA, NSCA, NASM or comparable
- Must be able to lift up to 45 pounds
- Must be personable, helpful, and exhibit a positive attitude in dealing with members of the fitness center
- Ability to work majority of hours throughout the day
- Must be teachable and highly motivated to work hard and carry out job responsibilities
- Reliable, able to work with minimal supervision, and have ability to make independent decisions
- Ability to react calmly and effectively in emergency situations
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain an appropriate professional appearance and work conduct
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

## WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 45 pounds.

## POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

## BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

## APPLICATION PROCEDURE

**A cover letter, application and resume are required.** A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:       Associated Students, Inc.  
Human Resources Department  
3801 W. Temple Ave., Bldg. 35-1216  
Pomona, CA 91768

Phone: (909) 979 - 5546  
E-mail: [asihr@cpp.edu](mailto:asihr@cpp.edu)

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

## ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

## EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

## SYSTEMWIDE Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

## MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.