



# Example of Fitness Specialist Job Description

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Our innovative and growing company is looking for a fitness specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fitness specialist

- Collaborate with Assistant Director, Fitness in annual review of area policy manuals
- Develop annual area and individual goals and professional work plan
- Maintain current certifications in American Red Cross Cardiopulmonary Resuscitation for the Professional Rescuer, Automatic External Defibrillator, and First Aid (American Red Cross Basic Life Support for Healthcare Providers is an approved substitute)
- Maintain NCCA accredited personal training certification (ACSM, ACE, AFAA, NSCA, NASM)
- Report Personal Training, Dance/Martial Arts, and Massage Therapy Program participants' violations of policies and behavioral issues and recommend resolution of participant conduct issues to Assistant Director, Fitness
- Plan, develop, schedule, implement, and evaluate the Personal Fitness Trainer Course
- Other duties as assigned by Assistant Director, Fitness
- Develop, revise and implement assigned programs' policies and procedures
- Submits monthly report providing statistics on participation, revenue, expenses, and areas of improvement for designated program
- Conducts scheduling, registration and execution of designated program

## Qualifications for fitness specialist

- Must be able to obtain a NV1 secret Department of Defence Security clearance or a Secret (US) security clearance

- Thorough knowledge of relevant legislation, regulations, current industry trends and standards
- Ability to analyse client needs and deliver appropriate assistance
- Strong interpersonal skills to maintain effective relationships and work collaboratively with other service providers
- Knowledge of principles of exercise physiology and functionality of relevant fitness equipment