

## POSITION DESCRIPTION: PERSONAL TRAINING INTERN

**A. Reports to:** Business Unit Manager/ PT Manager

**B. Nature of Work:**

Candidate will shadow fitness areas including personal training, physical therapy, group training & boot camp, group exercise, and pilates. Candidate will receive hands-on experience with clients in both personal and group training and be exposed to the foundations of building a business. Candidate will be responsible for the effective and efficient operation of the fitness club during shifts and for providing a high level of customer service to all.

**C. Example of Duties:**

1. Is knowledgeable, understands, and follows all rules, policies, and procedures of Club, including fitness and front desk areas.
2. Shadow 3-5 personal trainers during sessions and summarize their differences
3. New member wellness analysis. Initially candidate will experience a wellness analysis by trainers and later be asked to perform a wellness analysis on an employee/member
4. Under a trainer's supervision, candidate will be given a PT client. Candidate will be expected to deliver wellness analysis and provide written program designs for all sessions delivered
5. Boot camp classes. Initially candidate will shadow/participate in multiple boot camp classes, and later will run a section(warm-up, cool down, etc.) of a class under supervision
6. Will develop and deliver a group training class and/or lecture/demo class
7. Shadow group exercise class, pilates class, kids fit class. May be ask to participate(using MyZone heart rate monitor) and/or assist instructor.
8. May be able to shadow Physical Therapist with patients and/or PT injury screenings
9. Given case studies to complete and go through with trainer
10. Attend and observe the Sports Club weight management class including attending an info session
11. While working the fitness floor, candidate will develop connections and relationships with members while performing customer service tasks and documenting names learned while on shifts
12. Candidate will be expected to learn about fitness industry through trade magazines and web sites
13. Candidate will be asked to perform basic sales functions and learn the foundations of how to build a PT business
14. Attends all trainings and meetings as assigned to improve knowledge.
15. May be asked to complete a fitness related project such as fitness research, case studies, program development or a formal presentation
16. Additional tasks as assigned by supervisor.

**D. Knowledge and Skills:**

1. High-school degree required.
2. Current enrollment in collegiate program in Athletic Training, Exercise Science, or Kinesiology or related field is required.
3. Desire to take on many job responsibilities and work with a management team is a must.
4. Must possess excellent communication and customer service abilities along with strong dependability and reliability.
5. Previous work experience in a fitness environment is a plus.

**Note: This is a PAID internship including 200-250 hours. The internship start and end dates are flexible, depending upon student's course requirements. Undergrad and grad students are encouraged to apply.**

Please email cover letter and resume to Phil Norton, at [pnorton@cincinnatiportsclub.com](mailto:pnorton@cincinnatiportsclub.com) or mail to Cincinnati Sports Club  
3950 Red Bank Road  
Cincinnati, Ohio 45227  
512.527.4000  
[www.cincinnatiportsclub.com](http://www.cincinnatiportsclub.com)