Title: Part-Time Wellness Coach, Center for Balance, Mobility and Wellness

Function: Under the direction of the Director of the Center for Balance, Mobility and Wellness assist with developing and implementing a wellness program that helps members as well as individuals in the greater Gordon area improve their overall health and fitness and achieve their wellness goals.

Description of Duties and Tasks:

Essential Responsibilities:

1. Motivate and assist members in the wellness program to achieve their fitness related goals.
2. Work with CBMW direct care members, through program implementation and management, assessment and program co-design; oversee program progression, regression and documentation.
3. Actively promote personal training services and CBMW membership and class options throughout daily interactions.
4. Lead facility tours for prospective members as needed/required.
5. Assist Wellness Coordinator and Director with administrative tasks as directed, including account management, billing, scheduling, member stewardship, member engagement, recruitment and satisfaction tasks/initiatives membership reports and marketing.
6. Communicate effectively with office staff our physical therapy team, students our members.
7. Assist wellness leadership staff in recruiting and training student volunteers and interns with the goal of providing an impactful learning environment.
8. Assist in the creation, development marketing of new programming, including co-instruction of new/existing wellness classes.
9. Maintain overall cleanliness and safety of the Center, including daily upkeep and general cleaning duties of the wellness floor and various workout areas, physical therapy treatment rooms, front office area, restrooms, and outside spaces.

Required Knowledge, Skills and Abilities:
In order to fully perform the above functions, an individual must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the
public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance
Gordon’s mission through this position.
2. Must be committed to honoring God through all things, including work, especially
discipleship; must be committed to regular prayer with and for co-workers and students. Must
approach the role with collaborative engagement, intentional communication and a desire for
strong partnerships. Must be business minded (understanding of basic income: expense
ratios); must be a good steward of the centers’ resources, an advocate for the center and the
institution and must doggedly pursue ways to bless others as God has blessed us. Must truly
embody the belief that all are created in the image of God and are valued. Must be committed
to contributing to a positive, compassionate workplace culture as well as maintaining the
ethos of empathetic care that the center has become known for. Must actively pursue
relational reconciliation where needed throughout the tenure and be open to the restoration
that comes from saying “I’m sorry.”
3. Must hold a Bachelor’s Degree in related field such as exercise physiology, kinesiology
or movement science or possess equivalent experience with professional certification(s).
4. Candidate should be highly independent with excellent written and verbal communication
skills.
5. Certified in CPR

Position Code:
Grade: 3
FLSA Status: Non-exempt
GORDON COLLEGE

Position Description

Title: Certified Personal Trainer, Center for Balance, Mobility and Wellness, (Part-time)

Function: Under the direction of the Wellness Director, serve the comprehensive goals of the Center and the needs of its members and clients in a professional manner consistent with the Center’s mission and with the College’s institutional Christian values. The CPT will work one-on-one and semi-privately and as directed in class settings with members and program participants, helping them develop a healthy body, mind and spirit as they meet their fitness/wellness goals. Utilizing fitness/wellness knowledge and experience creating wellness programs for the 50+ year old population, the CPT will act as “fitness/wellness experts” for CBMW members, patients and clients.

Description of Duties and Tasks:

Essential Responsibilities:

10. Build relationships with CBMW members, patients, students, clients, program participants, guests, community members and organizations.
11. Work directly with clients, members, and patients to help them identify and achieve their fitness/wellness goals.
12. Manage a portfolio of Personal Training clients and track training packages; after 2 months from the date of hire, trainer must acquire and maintain at least 5 “training” appointments per week on monthly average. A training appointment is defined as a One on One training session, a Fitness Specialty Class, or a grant underwritten outreach program.
13. Teach cutting edge, evidence based wellness classes as assigned for the 50+ population
14. Perform wellness assessments/re-checks and member intake/patient transition appointments, creating baseline data and tracking assessment results over time
15. Maintain professional competence and up to date knowledge in the field of health and wellness through nationally recognized CEC providers.
16. Maintain professional appearance and attitude at all times.
17. All other duties as directed or required for the overall success of the department and organization.

Required Knowledge, Skills and Abilities:
In order to fully perform the above functions, an individual must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

6. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
7. Must be committed to honoring God through all things, including work, especially discipleship; must be committed to regular prayer with and for co-workers and students. Must approach the role with collaborative engagement, intentional communication and a desire for strong partnerships. Must be business minded (understanding of basic income: expense ratios); must be a good steward of the centers’ resources, an advocate for the center and the institution and must doggedly pursue ways to bless others as God has blessed us. Must truly embody the belief that all are created in the image of God and are valued. Must be committed to contributing to a positive, compassionate workplace culture as well as maintaining the ethos of empathetic care that the center has become known for. Must actively pursue relational reconciliation where needed throughout the tenure and be open to the restoration that comes from saying “I’m sorry.”

8. Must be a minimum of 18 years of age
9. Must possess and maintain CPR, First Aid Certification
10. Must have current nationally recognized personal training certification (NCCA accredited) or four-year Bachelor’s degree in the field.
11. Must have at least 400 hours of practical training/wellness programming experience
12. Possess ability and desire to work in a collaborative manner and to be open to input and feedback from colleagues
13. Possess effective and clear communication skills, particularly with staff team members and in daily interaction with members and clients;
14. General/basic knowledge of computer systems including Microsoft Office Suite and database management systems such as MindBody, Daxco, EZ Facility or the like.

Preferred Knowledge, Skills and Abilities:

1. Documented experience as a certified personal trainer (preferably in the special population setting), or Exercise Physiologist. Experience working in physical therapy, preferably in a setting which deals with neurological and gait disorders.

As a Christian Institution of higher learning, Gordon College employs those who share a vision and a lifestyle of calling, respect and grace. The successful applicant must demonstrate these values definitively. In addition to the exhibition of these core values, the candidate will have experience with and an appreciation for working with older adults in both a health and fitness setting and a physical therapy background. Our Strength For Life Fitness/wellness program delivers a wide range of wellness solutions for those 50 and over. Many of our clients and members come to us with underlying and/or chronic medical issues. Experience in a healthcare setting or physical therapy setting will be helpful to the candidate, as our wellness program is a medically-based model.

Position Code:  BAL-FIT-3
Grade:  4
FLSA Status:  Non-exempt