

Personal Trainer

Reports To: Fitness and Movement Manager

Compensation: \$38/hr personal training wage/ \$16.30 (beginning in July 2025) floor time wage

About the Northeast Community Center

The NECC is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a thriving hub that offers recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and physically/mentally healthy.

At the NECC, we respect, value, and welcome diversity in our staff, participants, and in the community we serve. We strive to hire staff that share these values and who are interested in learning how to best serve and support everyone in the community. We value the life experiences of BIPOC, LGBTQ2S+, and other persons identifying as a member of a community that has been historically marginalized.

Job Overview

Personal Trainers are responsible for helping clients achieve individualized fitness and health goals. Trainers will evaluate each client's health history to determine exercise readiness. Trainers will screen each client or any medical conditions that may need a physician's consent prior to beginning a program. Trainers will design, modify and support the client's personalized program – according to fitness level, goals, musculoskeletal injuries and medical conditions. Trainers will provide intro sessions that include an evaluation, 1:1 sessions, and duo sessions. Trainers are responsible for returning client calls and emails, providing copies of workout guides and answering questions and concerns that meet the client's needs.

Position Duties and Responsibilities

- Build a strong client base outside of work time with the center with outreach, social media, and networking.
- Administer fitness assessments and safely conduct personal training sessions.
- Develop individualized exercise programs.
- Maintain consistent punctuality for client sessions.
- Participate in all center related training classes and drills.
- Maintain reliable availability to clients and supervisor through the MindBody scheduling platform.
- Communicate with supervisor about gym equipment and maintenance needs for used spaces.
- Ensure center cleanliness.
- Strong communication skills.
- Other duties as assigned by supervisor.

Position Requirements and Details

- All trainers must hold a current and accredited personal training certification. (ACE, ACSM, NASM, NSCA etc.) OR a 4-year degree in any of the following (Exercise Science, Kinesiology, Sports Medicine)
- Current CPR/AED/First Aid certification or the ability to obtain one upon hire.
- Responsive communication and excellent customer service and time management skills.
- Commitment to further health equity.
- Encouraged but not required:
 - Bilingual (Spanish preferred).
 - Life experience as Black, Indigenous, or Person of Color, LGBTQIA2S+, or any persons identifying as a member of a marginalized community.

Position Details

- Personal Trainers will be hired as NECC employees.
- Compensation & Benefits: \$38 per hour for training time and minimum wage for floor time, accrued paid-time off, and complementary NECC Membership.
- The person in this position needs to be able to: move throughout the building, ascend/descend stairs, converse with clients and colleagues in person, demonstrate movements for clients, observe and correct client movements. Unfortunately, our building is not currently ADA accessible.
- 100% of staff at the NECC has received the Covid-19 vaccine. The person hired for this position will be required to be fully vaccinated or may request an approved accommodation.
- If selected, candidates will need to submit to a background check. Prior involvement with the justice system will not immediately disqualify a candidate.
- All NECC staff qualify as mandatory reporters of suspected abuse or neglect of children.

To Apply – Submit the following to jobs@necommunitycenter.org

- Your resume OR equivalently detailed description of your relevant qualifications and work experience
- We'd appreciate it if you could also include an email describing your interest in the position and connecting your experience to the role. Please let us hear your own voice, this is a great way for us to connect with you before interviewing!

Timeline: We begin with in-person interviews at the center after receiving and evaluating resumes, expect a sample short personal training session, with the goal of the selected candidate beginning work in the summer 2025.