JOB DESCRIPTION

JOB TITLE: Fitness Center Assistant & Certified Personal Trainer
CLASSIFICATION: Part-time, Non-exempt
REPORTS TO: Health & Wellness Assistant Manager
LAST UPDATED: November 16, 2026

MISSION
VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

VALUES
At VINE, our culture fosters **committed**, **compassionate**, and **curious** people. We respect and engage aging adults at every life stage, promoting **wellbeing** and **belonging** with dedication to **kindness, honesty, accountability,** and **quality service**.

POSITION SUMMARY
Under the supervision of VINE's Health & Wellness Assistant Manager, the Fitness Center Assistant & Certified Personal Trainer will provide a positive and encouraging workout environment for all members at the VINE Adult Community Center (VACC).

ESSENTIAL FUNCTIONS
- Conduct new member orientations and fitness assessments for VACC members.
- Build and nurture relationships with members, addressing their health and wellness needs with personalized support.
- Provide individualized training for personal training clients and general fitness support to all members in the Fitness Center and during group classes.
- Promote and uphold safety protocols across all health and wellness activities.
- Communicate with other Health & Wellness staff about pool activities, facility needs, and problems.
- Open/close the Fitness Center and test the pool depending on schedule.
- Provide administrative and clerical support to the Health & Wellness department Manager, as directed.
- Perform other duties as assigned.

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES
- Exhibit a professional and caring attitude in all forms of communication.
- Focus on teamwork and adaptability to meet the needs of the organization.
- Demonstrate effective interpersonal, conflict resolution, and communication skills.
- Solve problems creatively, work independently, and perform effectively under pressure.
- Possess strong organizational skills and attention to detail.
- Demonstrate computer competency with the Microsoft Office suite.
- Possess current CPR/AED certification.
- Able to pass a criminal background check.

JOB DESCRIPTION

EDUCATION AND EXPERIENCE

- Completed or pursuing BSc/BA diploma in exercise science, human performance, community health, therapeutic rec or closely related field.
- Hold current certification as a Certified Personal Trainer through an NCCA organization (i.e. ACSM, ACE, NASM) or be able to attain within 90 days of hire.

POSITION TYPE

This is a part-time position for afternoon, evening, and Saturday hours based on employee's availability and needs of the organization. 15 to 20 hours a week, with more as the organization needs grow.

BENEFITS

Part-time employees who average at least 18 hours per week are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and some options are prorated based on hours of work): company-paid, prorated holiday and bereavement leave when it occurs on a regularly-scheduled workday, Minnesota Earned Sick and Safe Time, and an Employee Assistance Program.

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees.

WORK ENVIRONMENT

Work will take place in a climate-controlled setting with normal business-level noise and lighting.

PHYSICAL DEMANDS

Perform all aspects of the position, including but not limited to walking, standing for long periods of time, bending, reaching, and lifting. Regular contact with the VINE members.

TRAVEL

This position does not require travel other than locally for occasional business errands.

EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race (including traits that may be associated with race including hair texture and style), color, religion, creed, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB DESCRIPTION

This job description has been approved by:

Supervisor_____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____