CAMPUS REC

Personal Trainer

10-15 Hours/Week ● $23.92/Hour

4-5 Positions Available – Start Date: December 2026

We accept Federal Work Study Applicants, but not required.

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Campus Rec Personal Training helps clients realize their unique health and wellbeing goals in a fun, safe environment by creating rapport, providing coaching support, and building client confidence. Personal Trainers are committed to helping the program fulfill its vision and mission to inspire the PSU community to pursue an enjoyable, actively balanced lifestyle.

For the first year in this position, new trainers are required to work at least 1-2 hour floor shift per term. Floor Staff job description here.

Supervisor: Jenna Siegel, Fitness Coordinator, jesiegel@pdx.edu

Duties and Responsibilities

- Coach, inspire and collaborate with clients to develop and implement individualized training programs that align with their personal fitness, health and wellbeing goals.
- Create programs through a lens of Campus Rec's mission, vision and values statements.
- Provide a detailed introduction to the weight room and cardio areas.
- Educate clients on the proper use of gym equipment through demonstration and instruction.
- Be capable of lifting and moving a minimum of 30lb.
- Be familiar and educated on all Campus Rec programs, promoting them to clients and members when appropriate.
- Coach proper form and safety of exercises/movements through demonstration, while using optimal training techniques.
- Educate clients on the policies and procedures of the Rec Center while upholding them during all sessions.
- Maintain a training availability of 15 hours per week, per term, in-person and virtual (by client request). Approximately managing 5-10 clients at once.

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- Independently manage your training schedule (session scheduling, direct communication with clients, Google Calendar accuracy, etc).
- Keep detailed and accurate records of client information and sessions.
- Maintain client confidentiality in alignment with FIRPA laws/regulations.
- Immediately report all injuries, vandalism and equipment needs/fixes to appropriate staff.
- Participate in trainer lead community events (tabling, pop-ups, Fitness-on-the-Go, etc).
- Contribute to the online presence of Campus Rec when asked (photoshoots, filming, media promotions, instructional workout videos, etc).
- Maintain regular communication with the Fitness Coordinator and/or Fitness Student Coordinator.
- Handle duties assigned by the Fitness Coordinator and/or Fitness Student Coordinator.
- Attend and actively participate in all mandatory staff training and/or meetings.

Expectations

- Maintain good academic standing: Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate *(student applicants only*).
- Commitment to Campus Rec's mission, vision, values, and commitment to equity statements.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds.
- Present self in an approachable, friendly manner with a willingness to help a diverse range of clients.
- Positive attitude and willingness to learn and grow as a trainer.
- **Maintain current Personal Training certification including completing CECs/CEUs as required**
- Maintain and renew all certifications required of the position, including completing CECs, field hours, renewal courses, and/or other requirements of certification renewal.
    - Failure to maintain current emergency response certifications required of your position (LG, CPR, BBP, LGI) will result in immediate removal from the schedule, until the certification is renewed.
    - A 30-day grace period may be allowed when a specialty certification (GFI, PT, WSI) lapses. Lapses greater than 30 days will result in removal from the schedule, until the required certification is renewed.

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Working Conditions

- Typical Working Hours: Hours vary and are set based on trainer availability with supervisor approval. Must provide a minimum of 15 hours per week of consistent availability each term.
- Location of Work: 1800 SW 6th Ave, Portland, OR. Work primarily indoors in weight and cardio areas; may be in the pool or outside depending on client needs. Virtual personal training (if offered) is performed remotely with clients via Zoom and requires space to facilitate and lead a virtual personal training session.
- Type of Work: Regular standing, walking, kneeling and crouching. Lifting weights and/or equipment in demonstration of usage to participants.
- Attire: Trainer shirt, nametag, closed toed shoes, and athletic bottoms.

Minimum Qualifications

- **Nationally recognized Personal Training Certification**
- Be in good academic standing: Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate *(student applicants only)*
- Demonstrates alignment with Campus Rec's Values and/or Commitment to Equity Statement
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- **Must successfully complete a background check.**
- **Must be available for in person training once hired with Fitness Coordinator/Fitness Student Coordinator (around 10 hours).**

Preferred Qualifications

- Previous personal training and/or coaching experience.
- Academic study within Kinesiology, Science, and/or Public Health.
- Strong interpersonal, communication, and leadership skills.
- Ability to work 3+ terms prior to graduation.

Application Instructions

1. Complete our Campus Rec Application, a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
    - Visit the University Career Center's Writing a Cover Letter webpage for tips on how to write your cover letter
    - Visit the University Career Center's Writing a Resume webpage for tips on how to create a resume.

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2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the Campus Rec Jobs email at crecjobs@pdx.edu and Jenna Siegel at jesiegel@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or email Chiki Kwong at ckwong@pdx.edu.

Performance reviews and evaluations are given bi-annually for student employees and annually thereafter. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

This position is represented by SEIU Local 503 PSU Student Worker Union.

Deadline for Submission: ongoing, but priority hiring for applications submitted by December 6th, 2026 by 10pm.