

Job Title: Personal Trainer

Date: November 11, 2025

Faculty/Admin Area: Active Living

Department/Unit: Health and Wellness

Start Date: Immediate

Email applications to ptrain@ucalgary.ca

Job Family: Part-time re-occurring

Nature of the Work

The University of Calgary's Active Living department is one of the largest and most diverse recreation departments based on a North American campus. Active Living has a team of 40 full time and up to 600 part time staff. On an annual basis our staff handle 47,000 registrations in over 75 recreational and sporting activities and provide facility access to over a million users to our facilities: North America's largest Outdoor Centre with climbing and bouldering walls, a gymnastics centre, an Olympic sized pool, a fitness centre with 200 m track, Canada's largest university racquet centre, five gymnasiums and access to the Olympic Oval. The Outdoor Centre also provides its students and community over 16,000 outdoor equipment rental orders each year. Active Living's vision is to enrich our community by providing exceptional experiences through our facilities, programs, and services fostering lifelong active living for all.

The Health and Wellness unit offers a wide range of programs and services to support individuals in the attainment of an improved quality of life and optimal health. Programs and facilities in this area include fitness centres, group fitness classes, adapted and rehabilitative programming, and personal and group training. Facilities and programming are available to students, faculty, staff, and the general public. The area is led by a team of health professionals that include Clinical Exercise Physiologists, Certified Personal Trainers, and Kinesiologists.

The Personal Training offers a variety of session packages to be used for one-on-one or small group training. Programs are designed specifically for the client and their goals. Personal Training also offers registered group classes that focus on proper technique, mechanics, adaptation and learn-to-lift programs.

This position is considered a Non-Classified Teaching (NCT) position and reports to the Coordinator, Personal and Group Fitness. Classes are generally scheduled by term, with personal training sessions occurring throughout the year. Scheduling of session between the trainer and client are the responsibility of the trainer. Fitness classes run year-around, with

peak periods running from September to December, and January through April. Hours are not guaranteed.

This position will involve moderate physical demands in relation to exercise demonstration, participation, and leadership.

Primary Purpose of the Position

- To provide exceptional customer service while representing the University of Calgary in a professional manner
- To provide one on one, semi-private, and small group training for clients utilizing equipment and space at the University of Calgary Fitness Centre, Gold Fitness Alcove, or available fitness studios
- To provide science-based programming to help clients achieve their fitness goals
- To provide nutrition guidance only in accordance with scope of practice
- To represent Active Living in every point of contact with a client and while at the University of Calgary
- To showcase Active Living's core values of respect, inclusion, integrity, leadership, and fun
- To manage a professional relationship and communication with clients
- Manage all appointment bookings, cancellations, etc. through personal (UCalgary) Outlook calendar
- Manage communication to clients and coordinator regarding session package renewals and new purchases through UCalgary email

Qualifications/Expertise

- Bachelor's degree in Kinesiology, Exercise Science, Physical Education, or related degree
- Personal Fitness Trainer diploma plus 2 years' experience will be considered
- A Canadian Society for Exercise Physiology (CSEP) Certified Personal Trainer (CPT) designation, Clinical Exercise Physiologist (CEP) designation or Alberta Kinesiology Association (AKA) member
 - Any additional certifications considered an asset
- Group Fitness instructing experience and certification considered an asset
- Standard First Aid (valid within the last 3 years)
- CPR-C (valid within the last 3 years)
- Strong communication, customer service, and time management skills
- Proficient knowledge of Microsoft Office, including Outlook, Teams, Excel and Word

- A reasonable level of fitness, in conjunction with leading client workout programs; the ability to perform / demonstrate exercises within the scope of client programs

Accountabilities, Tasks, and Duties

- Prepare client programs aligned with client goals
 - Standard sessions are 60 mins in length and must begin and end on time
 - Client programs are individualized to each client's needs and goals
 - Deliver workouts in a one on one, semi-private, or small group setting
 - Offer modifications/ progressions as needed
 - Deliver workouts in one of the University of Calgary's designate fitness spaces
- Use of designated UCalgary email and Personal Training Microsoft Teams group
 - Timely and relevant communication with the Coordinator and Assistant Coordinator, Personal and Group Fitness
 - Timely and relevant communication with clients within 24 hours
 - Responses to client inquiry emails within 48 hours
- Management of own schedule including booking, canceling, and rescheduling client appointments as needed through UCalgary Outlook email and calendar
- Clear communication with clients regarding scheduling, cancellation policy, number of sessions left in a package, how to purchase more sessions, etc.
- Incident report emailed to coordinator within 24 hours
- Maintain certifications through certifying body
- Maintain Standard First Aid and CPR

Occupational Health & Safety:

- Understands and complies with the requirements of the University's Occupational Health and Safety Policy.
- Has knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures.
- Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable