



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LA PORTE COUNTY FAMILY YMCA JOB DESCRIPTION

Job Title: Wellness Center Staff - MC

Job Code: 1080

FLSA Status: Non-Exempt

Worker Category: Part-Time

Reports to: Senior Program Director

Revision Date: 12/01/2022

Leadership Level: Leader

Primary Function/Department: Wellness

POSITION SUMMARY:

Under the guidance of the Wellness Supervisor, the Wellness Center Staff will be responsible for teaching, supervising, and ensuring the safety of each member while they are in the Wellness Center.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Connect with members and help members if needed.
- Orient new members on cardio equipment, weight machines and free weights. Be able to demonstrate weightlifting principles/practices.
- Carry out routine maintenance and cleaning of all machines and equipment in the Wellness Center.
- Report unsafe conditions immediately to supervisor or other person of responsibility if your immediate supervisor is not available.
- Follow all YMCA policies, rules, regulations, and procedures.
- Follow departmental dress code. No alterations to the dress code are allowed.
- Complete incident and accident reports as necessary.
- Attend staff meetings and trainings as required.
- Help with other YMCA functions and duties as assigned by supervisor
- Know appropriate emergency and safety procedures and proper exits for everyone in the facility.
- Builds relationships with members and building participants.
- Exemplify the YMCA core values of caring, respect, responsibility, and honesty.
- Show up for all scheduled dates on time and in proper attire (must always have walkie-talkie on them).

LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.



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Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Wellness Center Staff must be attentive to all YMCA member's needs, within the entire YMCA facility.
- Interact with a variety of people of all ages and personalities.
- At least 16 years of age.
- CPR/First Aid/AED/Oxygen certifications within 30 days of hire.
- Complete West Bend training prior to hire and as required going forward.
- Complete annual online and in-person child sexual abuse prevention training.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Medium workload, lifting at least 40-pound weights.
- Ascend and descend stairs.
- Climb, stand, stoop, kneel and crouch while reaching with hands and arms in any direction. This includes pushing, pulling, and lifting while in these positions.

SIGNATURE:

The YMCA reserves the right to change this job description as conditions change.

I have read and understand the responsibilities listed above. By my signature below, I verify that I have the qualifications for the job and am able to perform these functions.

Employee's Name

Employee's Signature

Today's Date: _____