



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GRAND TRAVERSE BAY YMCA JOB DESCRIPTION

Position Title: Fitness Desk Wellness Staff
Reports To: Health & Wellness Director
Department: Health & Wellness
Classification: Part Time, Non-Exempt

POSITION SUMMARY:

- Provides a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

- Performs cleaning and basic front desk functions, as directed by the supervisor.
- Answers questions from members to support them in achieving their goals related to healthy living.
- Maintains working knowledge of wellness and trends to provide effective information and support to members.
- Builds effective, authentic relationships with members; helps members connect with each other and the YMCA.
- Keeps accurate class attendance records.
- Follows YMCA policies and procedures; responds to emergency situations.
- Clean and maintains fitness floor.
- Complete member fitness assessments and health coaching appointments as required.
- Work within the guidelines of the YMCA's mission, areas of focus, and board-adopted strategic plan; in particular, exemplify YMCA values at all times. Must be intimately aware of and be able to "tell the Y story".

CORE COMPETENCIES:

- ***Mission Advancement:*** Accepts and demonstrates the Y's 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.
- ***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:

- Minimum age of 16
- At least 1-2 years fitness related experience (preferred)
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Required certifications: CPR and national certification in group fitness instruction or personal training.
- Certification in areas of expertise.

WORKING CONDITIONS:

- Able to physically perform duties.
- Ability to perform all physical aspects of the position; including, walking, standing, bending, reaching, and lifting.
- Ability to lift at least 25lbs.

I accept and will honor the terms and conditions of this job description as an employee of the Grand Traverse Bay YMCA.

Employee Signature

Date