



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Wellness Center Staff**

FLSA Status: Part Time Non-Exempt

Reports to: Wellness & Personal Training Director

Revision Date: 10/2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Interacts with new and existing members to help them in achieving their health and well-being goals. Creates a welcoming environment for all members of all backgrounds and abilities.

ESSENTIAL FUNCTIONS:

1. Be comfortable working to implement the Mission Statement of the YMCA. *The Fond du Lac Family YMCA is a non-profit charitable association dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all. Acts as a positive role model using the YMCA's core values of honesty, caring, respect and responsibility.*
2. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA. Introduces new members to the LMC Area
3. Utilizes tools and information for the purpose of increasing member knowledge of wellness as well as wellness programs provided through the YMCA (handouts, schedules, etc.).
4. Maintains and cleans equipment according to the schedule or as requested by supervisor.
5. Follows YMCA policies and procedures; responds to emergency situations.
6. Attends all staff meetings.
7. Performs other duties as assigned.

YMCA 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.

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.

Fond du Lac Family YMCA

90 W. 2nd Street
Fond du Lac, WI 54935

QUALIFICATIONS:

1. Pursuing a degree in related field such as kinesiology, exercise science, health promotion, or related experience preferred.
2. Have experience and basic knowledge of weight training and cardiovascular exercise, with an understanding of the structure and function of the human body.
3. CPR/AED certifications and Child Abuse Prevention training within 90 days of hire date.
4. Previous experience with diverse populations preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____