



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Job Title: **Wellness Attendant**

FLSA Status: Part-Time Non Exempt

Reports to: Wellness Coordinator

Department: Physical

Revision Date: 04/2025

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### **POSITION SUMMARY:**

The Wellness Attendants are to provide a safe, clean and pleasant environment for members to exercise in. They will also assist with the development of general exercise programs for new members and help to maintain the equipment.

### **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.*
2. Act as a positive role model using the YMCA's core values of honesty, caring, respect and responsibility
3. Implements and monitors The Healthy Living Exercise Program, responding to their fitness goals
4. Provides personal attention to all new members through a proactive approach (i.e. know and use member's names. Approach members and provide assistance/guidance, walk around the facility acknowledging all participants and members within the room)
5. Must be comfortable with the use of all equipment in the Healthy Living Center and be able to demonstrate this knowledge to members
6. Attend to member's needs as they pertain to the Healthy Living Center (i.e. orientations, questions regarding equipment, etc.), and/or other areas of the YMCA as needed
7. Must enforce all rules for all members in a respectful manner(i.e. no bags allowed, wiping down equipment after use, checking youth passes, no excessive yelling/grunting, proper workout attire (non-revealing, must wear shoes)
8. Perform daily maintenance and cleaning duties
9. Act as a positive role model using the YMCA's core values of honesty, caring, respect and responsibility
10. Be aware and implement all safety precautions and emergency procedures when necessary
11. Perform other duties as assigned by the Fitness Coordinator
12. Keep a constant eye on attendance binders, sign-up sheets, informational signs, flyers, newspapers and magazines to make sure they are current, neat and professional in appearance

### **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,

### **Fond du Lac Family YMCA**

90 W. 2<sup>nd</sup> Street  
Fond du Lac, WI 54935

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.

#### **RESPONSIBILITIES:**

1. Abuse Risk Identification and Prevention: Identify, assess and manage risks related to abuse, harassment, and misconduct within the organization or external interactions. Implement abuse prevention strategies and policies to ensure a safe and respectful environment for all stakeholders.
2. Incident Reporting and Response: Act as a point of contact for abuse-related concerns or incidents. Ensure incidents are documented accurately and promptly reported according to the organization's abuse risk management protocols. Collaborate with relevant departments to investigate and resolve abuse complaints.
3. Training and Awareness: Participates in training programs to educate staff, volunteers, and other stakeholders about recognizing and preventing abuse. Promote awareness of the organization's abuse prevention policies and encourage a culture of respect, inclusivity, and accountability.
4. Compliance and Legal Responsibilities: Ensure adherence to local, state, and federal laws regarding abuse prevention. Keep up-to-date with changes in legislation and best practices related to abuse risk management policies as necessary.
5. Collaboration and Support: Work closely with human resources and other departments to ensure effective implementation of abuse prevention strategies. Offer support to individuals affected by abuse and collaborate with external organizations, such as law enforcement or social services, when appropriate.

#### **QUALIFICATIONS:**

1. Have experience and basic knowledge of weight training and cardiovascular exercise, with an understanding of the structure and function of the human body
2. Must be able to easily move through all program areas and effectively communicate and actively interact with customers.
3. Must be able to lift and carry (5 – 50 pounds)
4. Must be able to perform physical functions necessary to program instruction, including but not limited to squatting, bending, kneeling, spotting program participants and demonstrating use of program apparatus or program skills.
5. Have a basic understanding of physical fitness principles, and a special ability to work with "beginning/de-conditioned" exercisers of all ages and be able to communicate verbally and in writing to individuals and small groups

#### **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 Y: We're for youth development, healthy living, and social responsibility.**

- 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: \_\_\_\_\_