



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Wellness Coach**
FLSA Status: Non Exempt Hourly
Status: Part Time
Reports to: Wellness Director

Department: Fitness
Revision Date: 1/2019

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. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA.
2. Coaches members in support of their desired behavior change.
 - Regularly checks on members' progress in meeting personal and program goals.
 - Answers questions from members to support them in achieving their goals related to healthy living.
 - 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.)
 - Introduces new members to group exercise communities based on their health and well-being goals.
 - May conduct post-enrollment interviews to understand new members' definition of well-being, personal goals, cultural background, healthcare needs, diverse abilities and interests and develops plans to meet their individual needs.
3. Refrains from writing diets, prescribing supplements or diagnosing/curing any type of injury or illness; always referring members to a doctor when needed health or well-being is questioned.
4. Maintains and cleans equipment according to the schedule or as requested by supervisor.
5. Assist in YMCA fundraising activities and special events.
6. Follows YMCA policies and procedures; responds to emergency situations.
7. Attends all staff meetings.
8. Accepts additional responsibilities as deemed appropriate within the scope of the job description.

CORE COMPETENCIES - Leader

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

1. Bachelor’s degree in exercise science or related field preferred. Minimum of at least one PT certification (ACSM, NASM, ACE, AFAA) or equivalent. Minimum of two years customer service experience.
2. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
3. Strength & Conditioning Instructor Certification within 2 weeks of hire.
4. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
5. Excellent interpersonal, communication, and problem solving skills.

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____