



WALLA WALLA YMCA Position Description

Wellness Center Floor Attendant/Personal Trainer **Open 1_18_21 Until Filled**
Reports to Wellness Director, Assistant Wellness Director **Part-Time Non-Exempt**

Position Summary:

Under the direction of the Wellness Director and the Assistant Wellness Director, supervises all fitness areas for safety and cleanliness, and assists members in the use and care of wellness center equipment. Ensures Health and Safety protocols are being followed at all times.

Essential Functions:

1. Serves as the Wellness Center representative during scheduled hours; remains in the Center and is attentive to all participants to protect their safety and wellbeing.
2. Conducts individual and group member orientations to the Wellness Center; performs Fit Starts as needed.
3. Educates, reinforces and ensures compliance with facility and equipment use requirements.
4. Instructs Wellness Center participants on safe exercise techniques including, but not limited to, warm-up and cool-down, stretching, cardiovascular exercise, strength training, workout progressions, and proper use of Center equipment.
5. Demonstrates safe and effective use of all Wellness Center equipment in accordance with manufacturer recommendations.
6. Maintains appropriate record keeping of members and equipment usage.
7. Clears area of safety hazards, and reports maintenance needs to the Wellness Director.
8. Sets up and put away all equipment and materials and reports any problems or needs to Wellness Director.
9. Cleans, disinfects/sanitizes fitness equipment and maintains cleanliness of the Center.
10. Ensures that paper towels, sanitizer and other Center supplies are always stocked and available.
11. Assists and supports the development and implementation of community fitness programs.
12. Builds positive and professional relationships with members, program participants and other staff members.
13. Adheres to all YMCA policies and procedures related to Health and Safety, conduct, rules and other regulations.
14. Performs all other assigned duties.

YMCA Competencies

Mission Advancement: Demonstrates a desire to serve others. Responds to requests, inquiries, equipment use concerns, and forwards complaints to management in a timely fashion to ensure that member input is addressed adequately. Seeks out and uses member and community feedback to improve programs and services. Knows and supports the achievement of healthy living goals of every member he or she engages.

Collaboration: Develops and maintains mutually beneficial relationships with volunteers, members, and colleagues at all levels of the organization. Proactively assists others in meeting goals by sharing information and resources. Puts the good of the organization ahead of personal gain. Welcomes opportunities to work in small communities (i.e., committees, groups, teams).

Operational Effectiveness: Learns from experience and applies what is learned to different situations. Identifies and utilizes new and appropriate courses of action when encountering obstacles or problems. Makes sound decisions and judgments based on input from others, data, and feedback. Takes personal responsibility for decisions and the likely implications of behavior.

Personal Growth: Continuously works at developing functional competencies and operational skills. Continually pursues and applies new and more efficient ways to complete tasks. Takes advantage of informal learning opportunities; listens and observes to gain new insight. Seeks to expand capabilities, skills, and knowledge.

Qualifications:

1. CPR; First Aid; AED certification and Bloodborne Pathogens/HIV training.
 - For employees that do not already possess these certifications, trainings will be provided by the department upon hire.
 - CPR, First Aid, AED, and Bloodborne Pathogens must be completed within 90 days of hire.
2. High school degree or equivalent.
3. Attention to detail.
4. Good communication and customer service skills.
5. Prefer previous experience with and understanding of diverse populations.
6. NCCA Personal Trainer Certification (For Personal Training Employment)

Effect on End Result:

- Provides a safe and clean fitness experience to program participants and members, while enhancing the image of the YMCA in the community.
- Promotes greater understanding of the YMCA and its mission and goals.
- Provides membership with ongoing availability of services, programs and leadership in the wellness area in an effort to help the Walla Walla YMCA achieve higher levels of membership retention.

Physical Demands:

Sufficient strength, agility, and mobility are required to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This position description does not include every duty required of the employee, but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.