

## The Cane Bay Family YMCA Wellness Attendant/Coach

**Job Title:** Wellness Attendant/Coach  
**Reports to:** Wellness Coordinator  
**Department:** Fitness/Wellness

**FLSA Status:** Non-Exempt  
**Status:** Part time

**Revision Date:** April 2025

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### 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. This position educates and enforces operational guidelines and regulations with all members. Additionally the employee will maintain all equipment, weights and keep the facilities organized and clean.

### Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming;** we are open to all. We are a place where you can belong and become. **We are genuine;** we value you and embrace your individuality. **We are hopeful;** we believe in you and your potential to become a catalyst in the world. **We are nurturing;** we support you in your journey to develop your full potential. **We are determined;** above all else, we are on a relentless quest to make our community stronger, beginning with you.

### Essential Functions and Job Duties:

- Monitor Wellness areas and meet and greet all members cheerfully. Creates a safe environment in which all individuals feel welcomed and respected; builds relationships with and among members and program participants
- Assist participants while they are using the facilities and circulate every 15-20 minutes
- Shares wellness program and YMCA information with members, using available tools and resources (e.g., handouts, schedules)
- Identifies and celebrates successes of members and program participants
- Follows YMCA policies and procedures
- Wear a staff shirt, name tag, appropriate workout pants or shorts and sneakers at all times during shift

- Maintain a neat and clean Wellness Center, including TRX Room, Spin Room and Studio, by performing all outlined cleaning duties and addressing any areas that need immediate attention
  - Responsible for care, returning and storage of all equipment
  - Fill all bottles, wipes and changes towels as needed
  - Collects and takes out garbage from all four rooms
  - Records all maintenance duties guest counts and TRX check ins in proper log,
- Control occupancy and traffic flow on all equipment
- Personal work outs are encouraged but must be scheduled during off duty hours
- Attend all staff meeting, in-house training designated by supervisor
- Follows YMCA policies and procedures; responds to emergency situations
- Performs other duties as assigned

### **YMCA 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 understand the other person's point of view and remain calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others

**Operational Effectiveness:** Makes sound judgements, 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**

- Must have good human relations skills to facilitate positive relationships with members and other staff
- Must possess skills and knowledge or have the capability and the willingness to learn the skills necessary to provide exercise leadership and instruction in the Wellness Center
- Required Certifications: CPR, First Aid, AED

### **Work Environment and 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.
- Requires medium lifting of up to 50 pounds
- Demands of this job require a person to occasionally lift weights, dumbbells, etc. off the floor, push/pull benches into place, kneel or crouch while cleaning equipment, and be physically active while demonstrating and assisting members during their shift

### **Employee Acknowledgement**

I have received, reviewed and fully understand my job duties and responsibilities as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.