



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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**TITLE:** Wellness Coach  
**STATUS:** Non-exempt  
**REVISED:** May-18

**DEPARTMENT:** 03-Health & Wellness  
**REPORTS TO:** Health & Wellness Director  
**BRANCH:** Choose an item.

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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. Provide general fitness knowledge and individual guidance in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with policies and procedures of the YMCA.

### QUALIFICATIONS:

- At least one year experience training, coaching, or leading group fitness is preferred.
- Certifications that must be obtained and maintained within first 90 days: CPR, AED, First Aid , YMCA Foundations of Strength & Conditioning (if not a certified PT), Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

### ESSENTIAL FUNCTIONS:

- Orientate members in proper and safe use of all Wellness Center equipment & facilities.
- Lead energizing, fun, safe, and educational group/individual appointments, as directed by supervisor, to accomplish the YMCA mission and goals.
- Maintain participant records, usage logs, and other documentation as assigned.
- Clean and maintain department equipment and facilities as assigned.

### YMCA COMPETENCIES (Leader):

#### Advancing Our Mission & Cause

- Seeks to understand and support change efforts.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Tells the Y story in regular interactions with members.

#### Building Relationships

- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.

- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

#### Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Serves with purpose and passion.
- Delivers a high-quality experience to members, participants, or project teams.

#### Developing & Inspiring People

- Supports members, participants, or project teams in achieving their goals.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Leads with empathy, anticipating how actions and works impact others.

#### **DISCLAIMER:**

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date