

Wood River YMCA Fitness Coach JOB DESCRIPTION

POSITION TITLE	Fitness Coach	GRADE	1
JOB CODE	50610503	LAST UPDATE	July 2019
FLSA TYPE	Non-Exempt	REPORTS TO	Director
YMCA BRANCH	Wood River YMCA	DEPARTMENT	Health & Well-Being

GENERAL FUNCTION	Provides individual and/or small group instruction in well-being program development, strength, cardiovascular training, and well-being. Provides motivational coaching to members participating in ongoing Y programs. Develops connections among Y members and staff, resulting in development of friendships, Y advocates, and volunteers. Validates proper functioning of fitness equipment and performs preventive and minor maintenance as needed. Cleans equipment and surrounding areas. Make consistent terms with fitness and well-being.
ENTRY REQUIREMENTS	<ul style="list-style-type: none"> ▪ Must be 18 years of age or older. Exceptions may be made. ▪ Have an understanding of physical education principles, along with specific experience in strength, cardiovascular training and overall health and well-being. ▪ Access to internet and phone. ▪ Possess the ability to work with varying wellness levels and ages. ▪ Have experience with a variety of strength equipment and free weights cardio equipment. ▪ Needs to have knowledge of current fitness issues/trends. ▪ Current CPR/AED and first aid certifications or the ability to obtain. ▪ Additional desired certifications: Healthy Lifestyles Principles. ▪ Ability to respond calmly and quickly to safety and emergency situations. ▪ Must be able to work autonomously within the Y core values of Caring, Honesty, Respect and Responsibility. ▪ Ability to build genuine relationships with participants and maintain a welcoming environment with people from all walks of life. ▪ Ability to interact with the broad spectrum of member and staff diversity. ▪ Ability to analyze problems and solve them using good judgment and resourcefulness. ▪ Effective conflict resolution skills. ▪ Must be able to engage strangers in conversations and make all people feel welcome. ▪ Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.

<p>CORE COMPETENCIES</p>	<p><u>VALUES & MISSION</u></p> <ul style="list-style-type: none"> ▪ Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work. ▪ Uses effective personal behaviors/communicates effectively by treating everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member. ▪ Accepts and demonstrates the Y's values. <p><u>RELATIONSHIPS</u></p> <ul style="list-style-type: none"> ▪ Casual, Connected, Committed: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission. ▪ Provides a Quality Experience for everyone: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others. ▪ Builds rapport and relates well to others. <p><u>QUALITY RESULTS – SAFETY, POLICIES & PROCEDURES</u></p> <ul style="list-style-type: none"> ▪ Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings. ▪ Continuously maintains a safe working environment for self and others. Views safety as a guiding principal for making business decisions. ▪ Complies with all YMCA policies and procedures including but not limited to hiring paperwork, training and certification requirements, and information outlined in the Wood River YMCA employee handbook as they apply to the position you hold within the Association. ▪ Strives to meet or exceed goals and deliver a high-value experience for members.
	<p>PRINCIPLE ACTIVITIES</p>

- Recruits volunteers to program and fundraising positions.
- Promotes the Y mission and cause in all interactions.
- Uses Listen First skills effectively.
- Involves members in other Y activities and volunteer opportunities.
- Invites members to participate in other Y programs by cross promoting when appropriate.
- Connects members with other members with similar wants, needs, and interests to create small communities inside and outside of the Y.
- Recruits volunteers and builds effective, supportive relationships with them.

FUNCTIONAL EXPERTISE – FITNESS/WELLNESS EDUCATION

- Monitors participants for safe exercising technique and recommends correct positions and body alignment to prevent injuries, by explaining and demonstrating the correct and safe way to perform various exercises to members within their (the employee) scope of training.
- Actively solicits feedback and makes suggestions to help members meet fitness/wellness goals.
- Follows up with members and ensures that needs are met and offers alternatives and complimentary exercises when appropriate.
- Provides basic information about nutrition, stretching and other wellness topics.
- Enforces Y policies and guidelines using good judgment and tact.
- Responds to safety and emergency situations.
- Records all accident/incident reports and participant statistics etc., as required by supervisor, and reacts immediately to member comments/concerns.
- Has the functional and technical knowledge and skills required to perform well; uses leading practices and demonstrates up-to-date knowledge and skills in technology.

FUNCTIONAL EXPERTISE – CLEANING & MAINTENANCE

- Ensures all equipment, mats and floors are cleaned each shift.
- Validates proper operation of all fitness equipment and takes measures to ensure that all pieces are working.
- Follows notification chain when any significant equipment or amount of equipment is inoperable.
- Removes and notifies supervisors of any damaged or unsafe equipment that needs to be replaced immediately.
- Has the functional and technical knowledge and skills required to perform well; uses leading practices and demonstrates up-to-date knowledge and skills in technology.

INFLUENCE & INCLUSION – DEPARTMENT & BRANCH LEADERSHIP

- Assists staff in learning and following policies and procedures.
- Assists other staff in utilizing the Emergency Action Plan.
- Is seen as a positive influence among staff because of their work ethic and positive attitude.
- Uses appropriate chain of command when issues arise.

	<ul style="list-style-type: none"> ▪ Attends staff meetings and trainings, as scheduled and as required. ▪ Seeks first to understand the other person's point of view and remains calm in challenging situations ▪ Works effectively with people of different backgrounds, abilities, opinions and perceptions.
WORKING CONDITIONS	<ul style="list-style-type: none"> ▪ The physical ability to stand and walk for extensive periods of time, as well as, the ability to lift weights of up to 80 pounds. ▪ Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency. ▪ Position may require bending, leaning and kneeling. ▪ Ability to diffuse situations of confrontation.

The statements are intended to describe the general nature and level of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by all incumbents. Incumbents may perform other duties as assigned. In addition to the above, all Treasure Valley Family Y employees are expected to:

- Provide customers with the highest quality service
- Promote teamwork and cooperative effort
- Maintain a clean, safe work area, practice good safety habits
- Demonstrate the Y Character Values of: *Caring, Honesty, Respect and Responsibility.*