



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Wellness Coach**

Job Code:

FLSA Status: Non-exempt

Job Grade:

Status: P/T

Department: Wellness

Reports to: Wellness Director

Revision Date: April 04, 2017

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. Coaches members in support of their desired behavior change. Regularly checks on members' progress in meeting personal and program goals.
2. Answers questions from members to support them in achieving their goals related to healthy living. Maintains working knowledge of wellness and trends to provide effective information and support to members.
3. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA. Introduces new members to group exercise communities based their health and well-being goals.
4. 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.).
5. 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.
6. Maintains and cleans equipment according to the schedule or as requested by supervisor.
7. Follows YMCA policies and procedures; responds to emergency situations.
8. Attends all staff meetings.
9. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. High school graduate or equivalent preferred.
2. CPR, First Aid, AED certifications; Bloodborne Pathogens and Child Abuse Prevention training within 30 days of hire date.
3. YMCA New Hire Orientation and other applicable YMCA Trainings within 90 days of hire date.
4. Previous experience with diverse populations preferred.
5. Previous experience working in the fitness/wellness industry preferred.

WORK ENVIRONMENT & 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.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name Employee's signature

Today's date: _____