



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Wellness Skill Evaluator**

Schedule: Varies

Job Type: Part-time

Job Code: 10050301

FLSA Status: Non-Exempt

Reports to: Wellness Director

Revision Date: October 2024

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Part-time (6-18 hours per month) ; flexible to meet requirements of the position including some evenings; weekend and holiday work may be required.

The Wellness Skill Evaluator reports to and takes direction from the Wellness Director to plan and conduct trainings throughout the year

The Wellness Skill Evaluator is responsible for presenting a positive and competent image of the YMCA through quality wellness training designed to meet the needs of the community.

### Qualifications:

- Must have excellent written and oral communication skills to work positively with different populations, in groups and individually;
- must be well-organized and prepared, especially being able to schedule trainings months ahead of time;
- must be in excellent physical condition to teach wellness programs;
- must be able to think independently;
- must be able to keep confidences and practice discernment;
- must be certified through Red Cross or other approved nationally accredited organization within 6 months of hire;
- must maintain professional certification through a nationally recognized organization to teach wellness trainings according to YMCA and Red Cross protocol;
- must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- must have adequate vision to review documents; hearing adequate to understand speech;
- must be able to lift up to 45 pounds using proper technique;
- must be able to learn and follow local YMCA guidelines related to employment and benefits administration;
- occasional travel for training may be required;
- must understand, believe in and contribute to the mission of the YMCA to “Build strong kids, strong families, strong communities”.

## THE FAMILY YMCA-JOB DESCRIPTION WELLNESS SKILL EVALUATOR

### General Responsibilities:

The person selected for this position will be responsible for quality wellness programming in the areas of wellness instruction and member services. This person is responsible for continuous high-quality customer service, which includes, but is not limited to, meeting internal and external customer needs, and for presenting a positive attitude toward the YMCA, its staff, and its programs.

### Key Areas of Responsibility

The Wellness Skill Evaluator assumes many responsibilities. These responsibilities include the following:

#### · Wellness Instruction:

- 1) Ensuring that member's needs are met through personal recognition and by providing quality service;
- 2) assuming a leadership role as a professional in the area of wellness;
- 3) timely and accurately entering in relevant information into red cross and send invoices to the director;
- 4) ensuring that a safe and healthy environment exists for exercising;
- 5) arriving to teach class in advance of the scheduled time to greet participants, answer questions and address concerns;
- 6) dressing appropriately for teaching wellness classes;
- 7) arriving well-prepared, class design thought out;
- 9) sharing educational information with your class participants;
- 10) teaching classes with energy and enthusiasm;
- 11) motivating class participants to the best of your ability;
- 12) noting new participants and sharing pertinent information with them;
- 13) keeping up-to-date on safety and fitness trends;
- 14) following the guidelines set forth by the YMCA and Red Cross in order to provide a safe and enjoyable class;
- 15) reporting any equipment/facility problems to the Wellness Director;
- 17) keeping yourself apprised of the YMCA by attending meetings/workshops;
- 18) maintaining your national accreditation certification;
- 19) maintaining professionalism through support of your colleagues and other YMCA staff;
- 20) actively participating as a YMCA employee by working with staff and members in wellness programs and special events;
- 21) and assuming any other duties as assigned by the Wellness Director.

#### · Member Services- Responsibilities include the following:

- 1) Anticipating community wellness needs and interests of members in helping to develop appropriate wellness programs. Exceed member expectations by “going the extra mile”;
- 2) handling member complaints and concerns quickly and effectively;
- 3) and gaining a complete understanding of the Member Services Desk as it relates to the wellness department;
- 4) welcoming and getting to know class participants.

#### **THE FAMILY YMCA-JOB DESCRIPTION WELLNESS INSTRUCTOR**

· **Other**-Responsibilities include the following:

- 1) Understanding and following all administrative procedures and guidelines as outlined in the YMCA General Employee and Fitness Instructor handbooks;
- 2) behaving as a role model for a fit and healthy person;
- 3) understanding the role and contribution of each employee in the Wellness Department to the mission of the YMCA;
- 4) attending meetings, seminars and functions as scheduled;
- 5) and keeping a positive attitude with members and staff.

#### **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.

**Compensation:** Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Wellness Director.

#### **Job Description Read and Understood:**

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Wellness Skill Evaluator Sign Date: