



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Wellness Coach**

FLSA Status: Non-Exempt

Reports to: Senior Program Director

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### POSITION SUMMARY:

Wellness coaches assist YMCA members in finding new ways to inspire healthier habits through health & wellness. The position will work closely with members in promoting wellness and helping individuals realize their personal best. Wellness coaches are responsible for developing relationships with members and assisting them through the process of actively working towards better health by providing support, encouragement, and education.

### ESSENTIAL FUNCTIONS:

1. Provide excellent member service by exceeding member expectations; greet and acknowledge all members to encourage wellness participation.
2. Monitor the wellness center as fitness members use the equipment to ensure their general safety and equipment function; enforces all member codes of conduct, rules and policies including, but not limited to, age restrictions, dress codes, language and proper use of YMCA equipment and facilities.
3. Demonstrates correct stances, posture, alignment and technique during wellness consultation and healthy lifestyles sessions; Shows safe, effective ranges of motion and exercise control. Demonstrates strength & endurance maintaining role-model form throughout.
4. Completes daily cleaning tasks as assigned, and records their completion.
5. Take professional initiative to offer information, promote and sell personal training and additional YMCA health & wellness services & programs.
6. Integrate the mission of the YMCA and follow the core values of honesty, caring, respect and responsibility into the healthy living aspect of job responsibilities.
7. Understand the prevention, detection, and treatment of musculoskeletal injuries, basic emergency procedures, and the legal and professional responsibilities of wellness coaches.
8. Assists YMCA Group Fitness Management with administrative tasks that include keeping accurate records of scheduled, rescheduled and cancelled appointments.
9. Assists YMCA Group Fitness Management in finding replacements or substitute instructors when not able to work a scheduled shift.
10. Accurately uses scheduling software to enter in staff member availability, member appointments and any and all other data necessary.
11. Any and all other duties assigned by management.

### Alexandria Area YMCA

110 Karl Drive, Alexandria MN 56308  
P 320-834-9622 F 320 834 9623

**YMCA COMPETENCIES (Leader):**

Mission Advancement: Models and teaches the Y’s values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Holds staff accountable for high-quality results, frequently following up with management staff.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Degree in exercise science, or a related field from an accredited college. Bachelor’s degree in exercise science, or a related field from an accredited college or university a plus.
2. At least one year experience in a related field a plus.
3. Previous YMCA experiences, or experience in personal training, and health and wellness programming.
4. Child Abuse Prevention, required 60-days into employment.
5. CPR, First Aid, AED, prior to employment.
6. National certification (ACE, NETA, AFAA, NASM) in group fitness instruction or YMCA Foundations of Group Exercise certification a plus.

**PHYSICAL DEMANDS:**

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift or carry up to 20 pounds in weight.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency

**I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_