



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELLNESS CENTER ATTENDANT

Job Title: **Wellness Center Attendant**

FLSA Status: Part-Time

Reports to: Health & Wellness Director

Revision Date: 2/5/2020

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Wellness Center Attendant at the Greater Joliet Area YMCA serves others by intentionally welcoming, connecting, and supporting them and inviting them to get involved and give back to the community.

ESSENTIAL FUNCTIONS:

1. Creates a safe environment in which all individuals feel welcomed and respected; build relationships with and among members and program participants.
2. Communicates appropriately with individuals based on readiness to change; coaches them in support of their desired behavior change and regularly checks on members' progress in meeting personal and program goals.
3. Shares wellness program information with members, using available tools and resources (e.g., handouts, schedules).
4. Asks and answers questions (e.g., post-enrollment interview) and displays empathy in support of helping members and program participants define and build confidence to achieve their health and wellness goals based on their personal goals, cultural background, healthcare needs, diverse abilities and interests; develops plans to meet their individual needs.
5. Identifies and celebrates the successes of members and program participants.
6. Maintains working knowledge of wellness and trends to provide effective information and support to members.
7. Maintains and cleans equipment according to the schedule or as requested by supervisor.
8. Follows YMCA policies and procedures; responds to emergency situations.
9. Performs other duties as assigned.

YMCA COMPETENCIES (LEADER):

Mission Advancement: Accepts and demonstrates the Y's 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.

GREATER JOLIET AREA YMCA

C.W. Avery, Galowich, Smith, Central City, Morris
749 Houbolt Road • Joliet, IL 60431

P: (815) 729-9638 F: (815) 729-9629 W: www.jolietymca.org





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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 diploma or equivalent preferred.
2. CPR, First Aid, and epi-pen certifications required.
3. Bloodborne Pathogens and Child Abuse Prevention training required within 30 days of hire.
4. Must have knowledge in basic fitness and nutrition concepts.
5. Ability to develop positive, authentic relationships with people from different backgrounds.
6. Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

PHYSICAL DEMANDS:

1. Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, lifting and carrying.
2. Ability to lift 50 lbs.

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Applicants Name (printed)

Date

Signature: _____

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