



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **Wellness Coach**  
FLSA Status: Non-Exempt  
Status: P/T  
Reports to: Wellness Director

Department: Wellness

Revision Date: 07/03/2023

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### POSITION SUMMARY:

It is part of the YMCA's mission to build a healthy spirit, mind, and body. Delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Membership Services desk and lobby area.

### ESSENTIAL FUNCTIONS:

1. Coach 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.
10. Complete annual youth abuse prevention training and other related trainings.

### YMCA COMPETENCIES:

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

*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.

*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.

**SIDNEY-SHELBY COUNTY YMCA**  
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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/GED
2. Yoga Instructor Certification or equivalent experience

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

This position is expected to be able to successfully perform all physical activities necessary to perform essential and related functions of the position including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. This position is expected to be able to perform essential and related functions of the position which can generally be described as light work.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_