



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **RIVER VALLEY REGIONAL YMCA FITNESS TEAM JOB DESCRIPTION**

Job Title: **Fitness Team**

Branch Location:

Reports to:

FLSA Status: **Non-Exempt**

Salary Range:

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### **SUMMARY**

Under the guidance of the Wellness Director, and with the help of the rest of the Fitness Attendant staff, a Fitness Attendant staff employee is responsible for all duties related to the fitness area of the YMCA as described in this document.

### **DUTIES AND RESPONSIBILITIES**

#### **A. Responsibilities**

1. Be responsible for helping the Wellness Director to evaluate and train other staff.
2. Be responsible for attending all initial and ongoing training.
3. Be responsible for accepting ongoing duties/responsibilities assigned by the Wellness Director. This includes following through to ensure they have been done in a timely and professional manner.
4. Be responsible for completing one-time tasks as assigned by the Wellness Director
5. Be responsible for reading all communications to Fitness staff from the Wellness Director.
6. Be responsible for subbing for other fitness employees as needed. This may include filling in as needed when there is no one else available to work a given shift.
7. Be responsible for generally helping with the smooth operation of the fitness area and related functions.

#### **B. Duties - Business Aspects**

1. Be responsible for ensuring that all are oriented to fitness equipment.
2. Be responsible for completing daily cleaning duties.
3. Be responsible for keeping fitness areas neat and safe.
4. Be responsible for making sure members pick up their own weights.
5. Be responsible for welcoming/greeting/thanking members, guests, and participants.
6. Be responsible for making sure all members are in age appropriate areas.
7. Be responsible for filing required documents daily or as needed.
8. Be responsible to ask for help when you need it. Ask questions if you have them. Take a proactive approach to problems that you may encounter. Be a part of the team that helps each other with problems and challenges. As a team, the fitness staff can do anything if they work together.

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### **C. Duties – Member Relations**

1. Be responsible for making sure members and guests are greeted upon entering the YMCA.
2. Be responsible for learning and using members' names.
3. Be responsible for making sure that good customer service is given.
4. Be responsible for helping front desk with tours and selling memberships.
5. Be responsible for the organization of all fitness areas.
6. Attend all fitness staff meetings and trainings as required.
7. Be responsible for the maintenance & distribution of the proper YMCA flyers and information.
8. Be responsible for helping with the monthly "extra" for members.

### **D. Duties – General to All YMCA Staff**

1. Follow the policies and procedures established by the Williamsport Branch YMCA.
2. Be involved in non-departmental YMCA activities that further the mission of the YMCA.
3. Be able to relate to members the programs that the YMCA offers (and the mission statement).
4. Outcome measurements will be determined and target goals will be set for all positions.
5. Other duties may be assigned to the front line staff as needed.

## **SUPERVISORY RESPONSIBILITIES**

Although the fitness attendants do not supervise any other employees, they are required to help the Wellness Director in various aspects of teamwork such as helping to train new fitness attendant employees. Fitness attendant staff are also required to report any actions by other fitness attendant staff that may be detrimental to the working environment in the fitness centers, the character of the YMCA, or any other actions that do not follow the intent of this job description.

## **EDUCATION AND EXPERIENCE**

1. Have a high school diploma, G.E.D., or be in the process of obtaining one.
2. Have positive experience in a public setting dealing with people.
3. Have previous knowledge of basic fitness information.

## **QUALIFICATIONS & JOB SKILLS**

To perform this job successfully, the incumbent must have the following qualifications, as listed in "job skills" below, in order to successfully perform the front desk coordinator position.

Job Skills:

1. Knowledge, skills, and ability to work with volunteers and staff in a professional and cooperative manner.
2. Knowledge, skills, and ability to interact with members from infant to adult in a pleasant and friendly manner.
3. Knowledge, skills, and ability to multitask.
4. Knowledge, skills, and ability to demonstrate and convey basic fitness knowledge to members.
5. Knowledge, skills, and ability to complete basic cleaning tasks and duties.

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### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

1. Have, or be in the process of obtaining, CPR, 1<sup>st</sup> Aid, and Bloodborne Pathogen Training.
2. Have, or be in the process of obtaining, YMCA of the USA's Child Abuse Prevention Training.
3. Have, or be in the process of obtaining, any other certifications, licenses or registrations that have been mutually agreed upon by the YMCA and the incumbent.
4. Incumbent must have a valid Driver's License, reliable transportation and have a working phone number where they can be reached (for subbing purposes).

### **PHYSICAL DEMANDS**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Incumbent must be able to stand or sit for extended lengths of time, as demanded by the job.
2. Incumbent must be able to effectively communicate with others.
3. Incumbent must be able to lift 40 lbs or greater (weights, fitness equipment, towels, etc) as demanded by the position.
4. Incumbent must have a personality which enables him/her to handle an ongoing stressful job.

### **REASONING ABILITY**

A fitness attendant staff person must be able to relate to members, program participants, parents, volunteers, and board members and have the capacity to identify situations and proactively resolve issues that may arise from time to time. He/she must be able to determine the most reasonable course of action in the event of an emergency.

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**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with challenges to perform the essential functions.

1. Chemicals used in YMCA facility.
2. Slippery pavement/concrete in parking area.
3. Slippery floor inside building (mopped or rain water).
4. Contact with numerous people on a daily basis – health issues.
5. Stress created by a job with multiple duties and responsibilities.

I have read, understand, and accept the job description as written.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date