



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Wellness Center Attendant
Salary Range: \$10.75 - \$12.00
FLSA: Non-exempt – Part-time

Reports To: Health and Wellness Coordinator
Work Location: Lakewood-Trumbull YMCA
Work Schedule: Evenings Monday – Thursday

A Career with a Cause:

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Wellness Center Attendant at the Central Connecticut Coast YMCA interacts with new and existing members to help them in achieving their health and well-being goals. The Wellness Center Attendant provides direct instruction and assures the well-being for each participant while using YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$10.75 - \$12.00 per hour, Non-exempt
- YMCA Membership

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, guests, volunteers, and vendors.
- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization; helps members connect with each other and the YMCA.
- Answers questions from members and offers coaching 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. Assists with member orientations and F.I.T. appointments.
- Maintains physical presence, remains alert at all times while on duty, maintains constant visual attention to members, and remains aware of surroundings and participants in the wellness center.
- Ambassador of all YMCA programs with a focus on Health and Wellness programs, schedules, and member engagement.
- Follows and enforces all Health and Wellness guidelines, policies, rules, regulations, and procedures, including those for the prevention of child abuse, those pertaining to health and safety, cleanliness, forms, reports, and staff expectations as required by the YMCA and the state health department code.
- Performs equipment checks and ensures appropriate equipment is available as needed. Cleans and stores equipment as per branch procedures.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.
- **Functional Expertise:** Executes superior technical skills for the role.

Experience, Education, and Qualifications:

- High school graduate or equivalent preferred

- Previous experience with diverse populations preferred
- A current CPR certification is required and must be maintained at all times
- Basic knowledge and interest in fitness and strength training and experience working with strength training equipment is required
- Ability to maintain physical and mental readiness
- Must demonstrate health and wellness skills in accordance with YMCA standards
- Remains calm and objective when under pressure or when challenged by others
- Effective communication skills necessary to inform, counsel, motivate, and support members
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency
- Able to work flexible schedules

Trainings & Certifications:

- Must complete online New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Bloodborne Pathogens, Hazard Communication, and Employee Safety trainings prior to start of position.
- Must complete department onboarding within the first 90-days of employment.
- Must complete YMCA Principles of Health and Fitness required within one year.
- Must hold and maintain CPR, AED, and First Aid certifications - *required for job placement*.
- Must complete Emergency Oxygen Administration Certification within the first 90 days of employment.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Wellness Center Attendant be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Health and Wellness environment/facility is safe, welcoming, clean, and free of hazards
- Participants are confident and comfortable with their health and wellness.
- Participants set and achieve personal goals.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must be able to the ability to perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

- www.cccymca.org
- www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by March 22, 2019 to Joanne Orenstein, Health and Wellness Coordinator at JOrenstein@cccymca.org