

YMCA of Greater Kalamazoo

Job Description

Job Title: Fitness Center Attendant

Job Code: Service Worker

FLSA Status: Non Exempt, Part-Time (25 hrs. or less)

Job Grade: II

Reports to: Fitness Director

Revision Date: March 2015

Position Summary:

Provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

Essential Functions:

1. Train, observe, and assist participants in the proper use of all strength training and cardiovascular machines. (Responsibility, Caring, Respect)
2. Builds effective relationships with members; helps members connect with each other and the YMCA. (Caring, Respect, Responsibility, Honesty, Cause Driven, Exceed Expectation)
3. Maintains working knowledge of wellness and trends to provide effective information and support to members. (Responsibility)
4. Ensures fitness center area is clean and secure during shift. Report incidents and hazardous conditions to supervisor. (Responsibility, caring)
5. Follows YMCA policies and procedures; responds to emergency situations. (Caring, Respect, Responsibility, Honesty, Cause Driven, Exceed Expectation)

YMCA Competencies (Leader)

Mission and Community Oriented: Accepts and demonstrates YMCA values. Work effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

People Oriented: Seek first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Take initiative to assist in developing others.

Results Oriented: Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discovers ideas to create a better member experience. Make sound judgments, and transfer learning from one situation to another. Establish goals, clarify tasks, plan work and actively participates in meetings. Support fundraising. Follow budgeting policies and procedures, and report all financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change, and seeks opportunities in the change process.

Qualifications:

1. Ability to read and interpret instructions, procedures, manuals, and other documents.
2. Ability to report and record maintenance requests.
3. Ability to connect with people of diverse backgrounds.
4. Experience in fitness preferred.

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Physical Demands:

1. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting.

Incumbent

Date

Print