



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO JOB DESCRIPTION

Job Title: **Portage Fitness Attendant – 3-4 hour shifts with at least 2 shifts per week**

Pay Rate: **\$13.00/hour**

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. Trains, observes, and assists participants in the proper use of all strength training and cardiovascular machines.
2. Provides and sustains excellent customer service. Builds positive relationships with members; helps members connect with each other and the YMCA. Effective communication with members, coworkers and supervisor.
3. Maintains working knowledge of wellness and trends in order to provide effective information and support to members.
4. Working knowledge of all strength training and cardiovascular machines.
5. Ensures fitness center area is clean, secure, and safe during shift. Reports incidents and hazardous conditions to supervisor.
6. Follows YMCA policies and procedures; responds to emergency situations.
7. Lead Fitness Center orientations as scheduled.

YMCA COMPETENCIES (Team 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. Supports fundraising.

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 - reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

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. Required certifications: CPR, AED, and First Aid within 60 days of employment.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests.
4. Ability to connect with people of diverse backgrounds.
5. Experience in fitness preferred.

PHYSICAL DEMANDS:

1. Ability to lift minimum 50 lbs. and stand for extended periods (3 or more hours).
2. Ability to perform all physical aspects of the position; including walking, bending and reaching.