



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Oswego YMCA  
Job Description  
Fitness Center Staff**

**TITLE:** Fitness Center Staff

**SUPERVISOR:** Health and Wellness Director

**POSITION SUMMARY:**

Under the direction of the Health and Wellness Director, the Fitness Center Staff oversee the entire lower level fitness area of the Oswego YMCA facility and provides orientations, and training services for YMCA members. Fitness Center staff will impact and engage YMCA and community members in the areas of youth development, social responsibility, with a particular focus on healthy living. This will be accomplished through providing high quality service in a safe, effective, and inviting atmosphere.

**YMCA COMPETENCIES**

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Engages members and builds effective, supportive working relationships with them. Supports fundraising efforts.

**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. Maintains positive attitude and interaction.

**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, and 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 position; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**General Function**

Fitness Center Staff must be energetic, dedicated to the safety and individual needs of members, and demonstrate the YMCA's core values. The flexibility and physical endurance to demonstrate all pieces of cardiovascular and strength equipment in the facility with safe and proper form is necessary.

**More...**

## **General Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Perform group orientations for members on the use of wellness center equipment. Provide an overview and demonstration of all equipment in the wellness center.
2. Spend individual time with members of the group orientation, discussing their individual needs and goals. Get to know people on a first-name basis.
3. Be encouraging, informative and motivating for all persons using the wellness center. Create a non-intimidating environment where members feel safe and supported.
4. When no orientations are scheduled Fitness Center Staff should perform a variety of preventive maintenance tasks as assigned the Health and Wellness Director (i.e. Fitness Floor Checklist). Individual attention should be given to all members using the wellness center. This includes offering suggestions in a caring fashion on proper exercise form, making sure all room guidelines are being followed, and encouraging/motivating members. No supplemental, dietary or nutritional advice is to be prescribed unless you are a registered nutritionist or dietician.
5. Act as a member of the staff team by finding own qualified substitute for any absence, attend trainings and meetings, completing timecards in an honest and timely manner, and support other Y staff and programs.
6. Refrain from using cell phone while working in all capacities, i.e.: texting, talking or surfing the Internet or working on a personal computer or sitting behind the desk.
7. Check attendance daily and maintain/file sign in sheets, Smart Start orientation forms and member workout cards. Maintains accurate records and reports to Health and Wellness Director.
8. Engage in active listening and model relationship-building skills in all interactions with members, volunteers, guests, and staff members in order to build relationships and communicate our cause. Respond to all member and community inquiries and complaints in timely and professional manner.
9. Provide personal training services (certification required) as scheduled.
10. Reflect and uphold the mission and core values of the YMCA when dealing with YMCA fitness center participants, parents, and community members.
12. Follow and enforce YMCA policies and procedures; respond to emergency situations.
12. Must be highly motivated, professional, and have an enthusiastic attitude.
13. Willingly perform other duties as assigned.

## **Qualifications**

1. Required certifications: CPR/AED, First Aid, YMCA Healthy Lifestyle Principles, current NCCA accredited certification (ACSM, NASM, NSCF,etc) in personal training or YMCA Foundations of Strength and Conditioning
2. Continuing educations/renewals of certifications kept up to date and submitted to the supervisor on or before certifications expire. Maintain a YMCA Exchange account.
3. Recommended post secondary education in the health and wellness area.
4. Ability to demonstrate sound judgment with a variety of different issues and people.
5. Understand basic anatomy and physiology and communicate effectively with members.

## **Physical Requirements**

1. Ability to conduct fitness center orientations and activities relating to fitness.
2. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting.

The Oswego YMCA is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Oswego YMCA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We understand and mutually accept that the above referenced job description represents our agreement as to the job be performed.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor