



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC-TWO RIVERS YMCA JOB DESCRIPTION

Job Title: **Wellness Instructor**

(Includes these program areas: Indoor Cycling, Yoga, Small and Large Group Fitness)

FLSA Status: NonExempt-Hourly Part Time

Pay Rate: based on experience and credentials

Reports to: Member Experience/Wellness Manager

Revision Date: 11/2021

POSITION SUMMARY:

The Y is a community of people dedicated to serving others, with a focus on promoting and providing tools for a healthy in spirit, mind and body. Wellness Instructors provide direct leadership, safe instruction and motivation for health seekers. They identify the needs of health seekers and strive to build community within their classes. This position requires the ability to be innovative, adaptable, adventurous and creative.

ESSENTIAL FUNCTIONS:

1. Instructs wellness classes in accordance with YMCA guidelines, having prepared engaging and safe exercise plans accordingly.
2. Builds effective, authentic relationships with members; helps them connect with each other and the YMCA. Identifies potential volunteers.
3. Conveys information on wellness programming, YMCA events, and program schedules.
4. Have personal physical endurance and capability to meet the physical demands of the classes instructed.
5. Ability to speak concisely and effectively communicate.
6. Maintains accurate attendance records.
7. Attends staff meetings and trainings as scheduled.
8. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
9. Organizes and puts away needed class equipment and fitness towels. Reports damaged equipment.

YMCA JOB DESCRIPTION FOR FITNESS INSTRUCTOR

YMCA COMPETENCIES (Leader):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's Values within the organization and the community.	Incorporates the Y's mission and values into Manitowoc-Two Rivers YMCA's vision and strategies.
Community	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
Inclusion	Works effectively with people to different backgrounds, abilities, opinions and perceptions.	Champions inclusion activates, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusions and diversity throughout Manitowoc-Two Rivers YMCA.
Relationships	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic relationships to enhance support for Manitowoc-Two Rivers YMCA.	Initiates the development of relationships with influential leaders to impact and strengthen the community.
Developing Others	Takes initiative to assist in developing others.	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others.	Ensures that a talent management system is in place and executed effectively.
Decision Making	Makes sound judgements, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills
Change Capacity	Demonstrates an openness to change, and seeks opportunities in the change process.	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging resources and creating alignment to expand organization opportunities.

*Leader is the category for all Manitowoc-Two Rivers YMCA employees who are not supervisors, managers, directors, etc. In this regard, **ALL** Manitowoc-Two Rivers YMCA employees are leaders.

ABUSE RISK MANAGEMENT REQUIREMENTS (HIGHLIGHT ONE)

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures to managing high risk activities and supervising youths	Reports suspicious or inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> • Custodians- ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations • Front desk personal- ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

YMCA JOB DESCRIPTION FOR FITNESS INSTRUCTOR

QUALIFICATIONS:

1. Certification in class format preferred and/or a minimum of two years as a student of format with intention of certification within 1 year of employment. Uncertified instructors must job-shadow a certified instructor until approved by Healthy Living Manager to instruct independently.
2. Certifications within 1 year of employment: CPR/AED for Professional Rescuers and Health Care Providers and Group Exercise Instructor Certification (upon availability of certification offerings)
3. Provide safe, fun, and energetic classes
4. Ability to move to music on beat as it oertains to your class
5. Willingness to sub for other instructors when available
6. Must provide modifications for all physical ability levels
7. Willingness to learn different wellness class formats
8. At least 18 years of age

WORKING CONDITIONS (HIGHLIGHT ALL THAT APPLY):

walking	crouching	lifting 25lbs	sitting	stooping	kneeling
climbing	standing for long periods	carrying 25 lbs	pulling	jumping	twisting

EFFECTS & RESULTS:

1. High quality wellness programs with efficient and professional trained staff.
2. This position will contribute to the overall mission of the YMCA to build strong kids, families, and communities.
3. Development and retention of positive community feelings toward the YMCA.
4. Creation of a program incorporating efficient operations with goals and objectives of the YMCA and serving children and their families in the most effective manner.
5. Encourage physical, emotional and intellectual growth in a safe and nurturing environment.

Other duties may be assigned to this position at the discretion of the Wellness Lead.

I understand and agree to the above job as outlined in the above job description.	
_____ Staff Member Signature Date: _____	_____ Supervisors Signature Date: _____