



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Health Specialist Instructor**
Status: Part Time Non-Exempt Department: Wellness
Reports to: Wellness Director Revision Date: October 27, 2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Health Specialist at the Norm Waitt Sr. YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined by facilitating an evidence based wellness program in a judgement free zone.

OUR CULTURE:

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

ESSENTIAL FUNCTIONS:

1. Encourage group participation and interaction through the use of open-ended questions and facilitate commitment and retention of participants.
2. Builds effective, authentic relationships with children and adults; helps them connect with each other and the YMCA. Encourages adult and youth involvement in all activities/goal setting and overall participation.
3. Create a sense of community among participants while ensuring that each participant's individual health and safety needs are considered.
4. Prepare before each class (i.e. session outline, content for class, reminder call to participants).
5. Provide accessibility to participants both before and after sessions to answer questions and follow-up on any questions you cannot answer during class time.
6. Follow-up with participants outside of class if they are unable to attend.
7. Support and encourage goal setting on a weekly basis.
8. Maintains records as required (i.e. attendance, goal tracking, weight, measurements). Data must be entered within 48 hours of session.
9. Maintains participant confidentiality according to best practices.
10. Arrive for class on time and dressed appropriately.
11. Attends staff meetings and trainings as scheduled.
12. Organizes and puts away needed class equipment. Reports damaged equipment.
13. Assists other leaders as needed, supports participants in all areas of the program.
14. Maintain a professional demeanor in both appearance and attitude.
15. Demonstrates and supports the objectives of the Y's mission statement and values by maintain the Y-Voice in all that you say and do ~ welcoming, hopeful, determined, genuine, and nurturing.
16. Perform additional duties as assigned.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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YMCA COMPETENCIES (Leader):

- Communication & Influence
- Collaboration
- Inclusion
- Developing Self & Others

QUALIFICATIONS:

1. Must complete the following trainings:
 - CPR/AED/First Aid Certifications or equivalent certifications approved by the YMCA
 - Blood Borne Pathogens Training or equivalent training approved by the YMCA
 - Emergency procedure training
 - Program specific training as assigned
2. Must be able to facilitate the program or class offering for the full program cycle.
3. Previous experience in coaching or facilitating small groups is preferred.
4. At least 21 years of age.

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

- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Ability to conduct energetic and motivational classes and activities for youth and adult participants.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing consistently excellent evidence-based wellness programs that help encourage and reinforce a healthy and active lifestyle.
- The Y will effectively connect and build relationships with its members and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

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