**JOB DESCRIPTION**

YMCA OF METROPOLITAN LOS ANGELES

|  |  |
| --- | --- |
| Job Title: Healthy Lifestyles Counselor | Reports To: |
| FLSA Status: Non Exempt | Job Grade: |
| Status: Part-Time | Start Date: |
| Competency Level: Leader |  |
|  |  |

# POSITION SUMMARY

The Healthy Lifestyles Counselor is responsible for creating welcoming and supportive environments in YMCA Fitness centers. Responsibilities include: monitoring health and fitness programs, engaging with members to help them in accomplish their healthy living goals and participating in member incentive and, member retention activities.

# MINIMUM QUALIFICATIONS

* **AGE:** Eighteen years or older
* **EDUCATION:** high school diploma; Bachelors degree in Physical Education, Kinesiology, Exercise Science, or a related field preferred.
* **CERTIFICATIONS:** YMCA Foundations of Strength and Conditioning, or equivalent certification preferred.
* **SPECIALIZED SKILLS:** Strong character values; communication skills  **AVAILABILITY:**

# WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

* You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
* Bend, stoop, be able to lift at least 45 lbs and be able to stand for periods of time up to 1 hour.

# ESSENTIAL FUNCTIONS

## Program Delivery

1. Create a welcoming environment in all YMCA program areas taking time to talk to members and enthusiastically greet them by name with a smile and eye contact.
2. Proactively connect and monitor members to develop, and support the achievement of their goals for healthy living, and matching members’ interests to YMCA programs.
3. Conduct appointments with members to help them develop and meet their fitness goals.
4. Confirm member appointments and timely member follow up as required.
5. Create a safe environment by being aware of your surroundings and monitoring members to ensure they are performing exercises correctly; explain/demonstrate proper form to members when necessary. Member Engagement
6. Responsible for building small communities by facilitating connections with and between members.
7. Assist Members with their questions and monitor activity in the fitness area.
8. Respond promptly and courteously to all member complaints, compliments and inquiries while following the appropriate procedures at all times.
9. Actively interact with members regarding their participation in YMCA programs, Annual Support Campaign and Special Events.

## Administration & Compliance

1. Monitor fitness room to ensure equipment is functioning, put away and clean.
2. Model and enforce Code of Conduct, Healthy Living Policies, and administrate member issues as they arise. Positively interpret these policies to members. HL Counselor, Rev 2013 pg. 1

**JOB DESCRIPTION**

YMCA OF METROPOLITAN LOS ANGELES

1. **Attend** staff meetings and trainings as required.
2. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
3. **Demonstrate** the Six Pillars of Character (Trustworthiness, Citizenship, Respect, Responsibility, Caring, Fairness) as well as the YMCA Core Values of Caring, Respect, Honesty and Responsibility in all dealings with members, guests, volunteers and fellow staff.
4. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
5. All other duties as assigned by your supervisor.

# YMCA LEADERSHIP COMPETENCIES

The Y’s Leadership Competency Model is comprised of 18 leadership competencies (leadership knowledge, skills, and behaviors required for success in the Y), organized by the four disciplines of cause-driven leadership:

* **Mission Advancement:** advancing the Y’s promise to strengthen community Competencies include: Values, Community, Volunteerism, Philanthropy

* **Collaboration:** working with, understanding and developing others

Competencies Include: Inclusion, Relationships, Influence, Communication, Developing Others

* **Operational Effectiveness:** ensuring relevance, effectiveness, and sustainability

Competencies include: Decision Making, Innovation, Project Management, Finance, Quality Results

* **Personal Growth:** developing continually to adapt to new challenges

Competencies include: Self Development, Change Capacity, Emotional Maturity, Functional Expertise

While all competencies are significant the following are critical to success in this position:

* Values
* Inclusion/ Communication
* Emotional Maturity

# ACKOWLEDGEMENT

The statements in this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

HL Counselor, Rev 2013 pg. 2