



Grants Pass Family YMCA Wellness Specialist

Job Title: **Wellness Specialist**
FLSA Status: Non-exempt
Reports to: Wellness Director
Leadership Level: Leader

Job Code: 221018
Job Grade: H2
Revision Date: 06/24/2025
Primary Function/Department: Wellness

POSITION SUMMARY:

This position supports the Y, a leading nonprofit dedicated to strengthening communities through youth development, healthy living, and social responsibility. The Wellness Specialist cultivates a safe, welcoming environment where members from all backgrounds pursue their health goals. Through relationship-building, group support, equipment upkeep, and expert guidance, the Specialist contributes to inclusive, positive wellness experiences. Working closely with the Wellness Director and Coordinator, this role may also assist with orientations, classes, and resource sharing in line with YMCA values.

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. **Member Engagement & Relationship Building:** Greet all members with enthusiasm and respect, ensuring they feel welcome, seen, and supported. Build relationships with members and program participants, fostering a sense of belonging. Demonstrate inclusive practices that affirm individual goals, cultural backgrounds, and abilities.
2. **Wellness Coaching & Support:** Communicate appropriately based on each person's readiness for change and motivation level. Ask meaningful questions, listen empathetically, and support members in developing realistic goals. Monitor member progress, encourage consistency, and celebrate personal milestones. Offer basic support in the wellness center or group sessions (under guidance from the Coordinator or Director).
3. **Information Sharing & Resource Navigation:** Distribute wellness program schedules, handouts, and other YMCA resources. Assist members with finding suitable programs or services based on their interests or needs. Help guide members through post-enrollment steps such as scheduling consultations or accessing group classes.
4. **Facility & Equipment Maintenance:** Perform routine cleaning and maintenance tasks as scheduled or requested. Inspect equipment for safety and functionality; report repair needs promptly. Help keep wellness spaces organized, accessible, and ADA-compliant.
5. **Team Collaboration & Safety Support:** Assist Wellness Coordinator and Director with administrative and programming needs. Respond appropriately to emergency situations and follow all YMCA safety policies. Attend staff meetings and trainings to remain up-to-date on trends, tools, and procedures. Perform other duties as assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to perform physical tasks such as walking, standing, bending, reaching, and lifting up to 30 lbs
- Ability to demonstrate and assist with exercises and basic equipment
- Indoor wellness center environment with moderate activity and noise levels

QUALIFICATIONS:

- High school diploma or equivalent preferred
- Minimum 1 year experience supporting wellness or fitness environments
- CPR, First Aid, and AED certifications required
- Bloodborne Pathogens and Child Abuse Prevention training required within 30 days of hire
- Ability to build authentic, positive relationships with people from a variety of backgrounds
- Commitment to inclusion and compliance with ADA standards
- Knowledge of basic exercise safety, equipment use, and wellness trends

SIGNATURE:

I have reviewed and understand this job description. I confirm that I have the ability to perform the functions outlined in this position. Reasonable accommodation will be provided to enable individuals with disabilities to fulfill the essential functions of the role. Additionally, I understand that I may be asked to assist in other areas as needed.

Employee's name	Employee's signature	Date
Supervisor	Supervisor Signature	Date