FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Grays Harbor

Job Title: **Wellness Center Attendant**

FLSA Status: Part-Time, Hourly, Non-Exempt

Reports to: Health and Wellness Director

Revision Date: 09/2026

Leadership Level: Leader

Primary Function/Department: Health and Wellness

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 Wellness Center Attendant at the YMCA of Grays Harbor maintains a supportive, positive atmosphere that welcomes and respects all individuals. The Wellness Center Attendant responds to consumers health and wellness journey.

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:

- Engage with members to provide excellent customer service, encouragement, support, and basic fitness guidance, and responds to the individual needs of consumers
- Ensure the Wellness Center, Aerobics Room, and Fit Center are clean, organized, and stocked with supplies
- Educate members on proper equipment use and exercise techniques
- Monitor the Wellness Center to ensure a respectful and inclusive environment, as well as ensures rules of the Wellness Center are followed by consumers
- Build relationships with consumers to promote participation, retention, and help connect consumers with one another
- Assist with Health & Wellness initiatives, programs, and special events as needed
- Uphold YMCA values and policies and create a welcoming space for all consumers
- Conducts Wellness Connections, gives tours, monitors locker rooms, and works with Member Services department as needed

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Engaging Community

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

QUALIFICATIONS:

- Prior experience in fitness and customer service is a plus but not required
- Passion for fitness and a desire to help others improve their well-being
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Basic knowledge of computers
- CPR/AED and First Aid Certifications required within 30 days of hire

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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's Name Employee's Signature

Today's Date: _____