



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: **Fitness Equipment Maintenance Technician/ Wellness Coach**

Status: P/T

Department: Fitness

Reports to: Health and Wellness Director

Revision Date: March, 2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. We are currently looking for a part-time motivated and goal oriented individual. We encourage all mechanically inclined individuals with experiences in the service and repair industry to apply. This position will be responsible for promptly and safely maintaining all fitness equipment with a large emphasis on the repair and preventative maintenance of fitness equipment. Additional duties may include maintenance of electrical components, audio/video systems, monitoring, and working the Health and Wellness Center.

ESSENTIAL FUNCTIONS:

1. Conduct a daily walk through to assess fitness equipment conditions and prioritize workload.
2. Perform routine preventative maintenance tasks on all fitness equipment.
3. Perform repairs on all fitness equipment in a timely manner.
4. Track inventory and ensure back up of all parts are kept on site.
5. Maintain the appearance of the building to include painting and replacing as needed.
6. Coordinate monthly projects with the Health and Wellness Director.
7. Track all repair and maintenance information in the computerized maintenance tracking system.
8. Assist with delivery and install projects as needed.
9. Asks and answers questions from program participants and members to support them in achieving their goals related to health and well-being.
10. Maintains working knowledge of wellness and trends to provide effective information and support to members.
11. Builds effective, authentic relationships with members; helps members and program participants connect with each other and the YMCA.
12. Observes and adjusts approach to support all participants' capabilities, physical conditions, health, and culture.
13. Celebrates achievement of program participants related to program or personal goals, mastering of specific skills or overall health and well-being.
14. Keeps accurate records on all required paperwork. This includes, but is not limited to mileage reimbursement, class counts, and timesheets.
15. Follows YMCA policies and procedures; responds to emergency situations.
16. Be willing to work on a weekend rotation.
17. Be willing and available to work at either Oshkosh Community YMCA location.
18. Use technology software, email, and/or phone to find and confirm equipment maintenance and schedules.
19. Performs other duties as assigned.

OSHKOSH COMMUNITY YMCA

www.oshkoshymca.org

Our Mission: To put Christian principles into practice by through programs that build Spirit, Mind and Body for all.



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YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Preferred certifications: CPR, First Aid, AED, national certification (ACE, NETA, AFAA, NASM) in group fitness instruction or personal training.
2. Preferred certification in areas of expertise.
3. At least one year of experience in wellness and at least one year of maintenance experience.

WORKING 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.
- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____