WALLA WALLA YMCA JOB DESCRIPTION
WELLNESS CENTER INTERNSHIP

Job Title: Wellness Center Internship  
FLSA Status: Non-Exempt

Employee Name:  
Revision Date: August 21, 2013

Reports to: Wellness Director  
Department: Wellness

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**Position Summary:**  
Under the direction of the Wellness Program Director and Senior Program Director, the primary goal of the Wellness Center Intern is to learn and experience varying components of fitness and assist all fitness areas for safety and cleanliness, and assist members in accordance with the objectives and policies set forth by the Walla Walla YMCA.

**Essential Functions to be performed:**

1. **Oversee** the fitness center by being attentive to all participants to protect their safety and wellbeing.
2. **Assist** in enforcing facility rules and require suitable conduct from participants at all times.
3. Instruct Fitness Center participants on safe exercise techniques including, but not limited to warm-up, stretching, cardiovascular exercise, strength training, proper use of Center equipment and workout progressions.
4. Demonstrates safe and effective use of all Wellness Center equipment in accordance with manufacturer recommendations.
5. Conducts individual and group member orientations to the Wellness Center.
6. Maintains appropriate record keeping of members and equipment usage.
7. Clears area of safety hazards. Set up and put away all equipment and materials needed and reports any problems or needs to Program Director.
8. Cleans fitness equipment and maintains the cleanliness of fitness area.
9. Assists and supports with the development and implementation of fitness community programs.
10. Promotes and embraces YMCA Character Development.
11. Builds positive relationships with members, program participants and staff.
12. Adheres to all branch/department policies and procedures related to safety, conduct, rules and other regulations.
13. Performs all other assigned duties.

**YMCA Competencies**  
*Mission Advancement:* Demonstrates a desire to serve others. Responds to requests, inquiries, concerns, and complaints in a timely and appropriate fashion to assure that members feel valued. Anticipates and takes action to meet the needs of members and the community. Seeks out and uses member and community feedback to improve programs and services. Knows the name and supports the dream of every individual in his or her program(s). Knows and supports the achievement of healthy living goals of every member he or she engages.
**Collaboration:** Develops and maintains mutually beneficial relationships with volunteers, members, and colleagues at all levels of the organization. Proactively assists others in meeting goals by sharing information and resources. Puts the good of the organization ahead of personal gain. Welcomes opportunities to work in small communities (i.e. Committees, groups, teams).

**Operational Effectiveness:** Learns from experience and applies what is learned to new situations. Identifies and utilizes new courses of action when encountering obstacles or problems. Makes sound decisions/ judgments based on input from others, data, and feedback. Takes personal responsibility for decisions and the likely implications of behavior— before acting

**Personal Growth:** Continuously works at developing functional competencies and operational skills. Continually pursues and applies new and better ways to get work done. Takes advantage of informal learning opportunities; listens and observes to gain new insight. Seeks to expand capabilities, skills, and knowledge through stretch assignments.

**Qualifications:**
1. CPR; First Aid; and AED certification
2. Applicant must be in a health/fitness related school program at the time of applying and seeking graduation in this department.

**Effect on End Result:**
- Provide a safe, clean **wellness** and fitness experience to program participants and members, while enhancing the image of the YMCA in the community.
- To promote greater understanding of the YMCA and its mission and goals.
- Provide membership with ongoing availability of services, programs and leadership in the wellness area thus helping the Walla Walla YMCA to achieve higher levels of membership retention.

**Physical Demands:**
Sufficient strength, agility, and mobility are required to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Attached Performance Standards become a part of this Internship description.

*This Internship description does not include every duty required of the applicant, but serves as a general listing of expectations. This internship description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.*
**How to Apply:**
Fill out Employment application and background check. Applications and background checks forms can be found at wwymca.org (employment opportunities) or at the Y located at 340 S Park Street, Walla Walla, WA
Turn in application, background check and resume to Wellness Center Director Theresa Peasley.