FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELLNESS COACH

Job Title: **Wellness Coach**

Status: **Part Time, Non-Exempt**

Reports to: **Andrea Arts, YMCA of Alaska Fitness Director**

Last Revised: October 2026

POSITION SUMMARY:

The Wellness Coach follows the YMCA of the USA Health and Fitness guidelines and supports YMCA of Alaska members in achieving their personal health and fitness goals through individualized guidance, education, and encouragement. Responsibilities include helping members develop realistic wellness plans, providing exercise and lifestyle recommendations, and promoting safe and effective fitness practices. This role empowers members to build confidence, establish healthy habits, and maintain long-term well-being in accordance with the YMCA policies and procedures, and creates a safe, enjoyable, and positive environment.

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening our community through youth development, healthy living, and social responsibility. The Wellness Coach at The YMCA of Alaska serves others by intentionally welcoming, connecting, and supporting them and inviting them to get involved and give back to the community.

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:

- Develop, implement, and instruct a variety of personal training and group training sessions for clients at an appropriate level and in the appropriate modality based on clients wants, needs, and ability. Provide encouragement and expertise for the client in support of their health and well-being goals.
- Administer, track, and evaluate health history questionnaires, fitness assessments, and other pre-participation documentation with regard to individual exercise programs.
- Adhere to all guidelines and expectations as outlined in the YMCA of Alaska Employee Handbook which includes but is not limited to providing safe classes and sessions and responding to and reporting any accidents or incidents.
- Educates members in proper use of equipment.
- Provides a cohesive approach to customer service and training that directly impacts the participant’s commitment and personal growth.
- Maintains client list and records as required by the Fitness Director.
- Promote and sell Wellness Coaching and programs.
- Maintain required CECs and national certifications.
- Follow Fitness Floor or Pool expectations.

LEADERSHIP COMPETENCIES:

- *Mission Advancement:* Accepts and demonstrates the Y's values as stated above.
- *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 staff 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 (required):

- Personal Trainer Certification through a nationally accredited organization including, but not limited to NETA, NASM, ACE, ACSM, AEA. Must hold an Aqua Specialty Certification if personal training is to be done in the pool.
- The applicant is eligible for reimbursement of the cost of obtaining a nationally recognized personal training certification, up to a predetermined amount established by the YMCA of Alaska. If employment with the YMCA ends within six (6) months of obtaining the certification, the employee will be required to reimburse the YMCA for the full amount of the certification training reimbursed by the YMCA.
- Certifications required within 30 days of hire: CPR/AED, First Aid, Y-USA training:
- Ability to demonstrate the movements and exercises.
- Demonstrates customer services skills and verbal communication skills.
- Demonstrates ability to lead an individual/group and motivate others to achieve their health and well-being goals.
- Demonstrates ability of working with all age groups and ability levels.
- Ability to respond to safety and emergency situations.
- Degree in health and science or related field preferred.
- Minimum of 1-year experience in the health and fitness field.

WORK ENVIRONMENT AND 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 lead sessions and classes, demonstrating exercise techniques and perform associated physical activities.
- Ability to lift 50 pounds.

WORK EXPECTATIONS:

Your schedule with your clients is your responsibility. If you are unable to work, you must contact your clients to reschedule and notify the Fitness Director of rescheduling. If you are running late, please call the front desk to notify them and notify the Fitness Director.