

# JOB DESCRIPTION

Aberdeen Family YMCA  
5 South State Street  
Aberdeen, South Dakota 57401



## Position: Rails Youth Coach

**Supervisor:** Rails Strength & Fitness Coordinator

**Last Updated Date:** October 2024

**Position Type:** Part-time Less than 30 hours

**Position Status:** Non-Exempt

### GENERAL DESCRIPTION:

The Rails Youth Coach is responsible for working with youth (ages 3-18) of all fitness levels at the Rails Strength & Fitness. (Rails) Provide coaching expertise to youth while ensuring a safe, fun and supportive environment. Implement age-appropriate programming, monitor technique and progress of participants, provide constructive feedback and encouragement, all while fostering a sense of community and teamwork amongst participants. Promote a positive culture for life wellness and fitness, and assist in providing educational opportunities for members that fulfill the YMCA's mission, goals and objectives.

**ESSENTIAL FUNCTIONS:** *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work a variety of hours which may include afternoons and evenings. (Typically M-F between 2pm-7pm)
- Maintain current YMCA and/or professional certifications that meet industry standards for Rails and health and wellness programs as needed.
- Assist in monitoring daily operations to adhere to all YMCA health and safety standards and policies.
- Enforce policies and rules.
- Ensure that the facility and its equipment are safe, clean and in proper working order.
- Anticipate potential risks of injury, taking measure to remove them, and, in the event of an injury, having the ability to implement facility emergency procedures.
- Model professionalism and relationship building skills in all interactions with staff, members, guests, volunteers and the community. Builds effective working relationships.
- Keeping abreast of trends and issues in the industry.
- Understanding of nutrition and how it relates to wellness and fitness.
- Effectively and properly coach and motivate participants to achieve their maximum potential in all areas of performance.
- Promptly report any issues, problems or necessary repairs to the Rails Coordinator.
- A willingness to commit to the mission of the YMCA.
- Promote YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.

- Positively communicate information on all YMCA programs.
- Assist with special events as needed.
- Actively participates in YMCA events.
- Complete other duties as assigned.

**JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:**

- Must be a minimum of 18 years old (required)
- Bachelor's degree in Exercise Science, Health Science, Kinesiology, Human Performance & Fitness, or related field preferred or a Certified Personal Trainer (preferred)
- Experience working with or coaching youth in a fitness or sports environment.
- Strong understanding of youth development and age-appropriate training principles.
- Extensive knowledge and experience with Olympic weightlifting preferred.
- Acquire additional certifications as needed or requested.
- Certified Personal Trainer Certification (ACE, ACSM, ISSA, NASM, NSCA) preferred.
- Current CPR-PR (CPR for Professional Rescuer) Certification required.
- Current First Aid Certification required.

**ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS:** *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Must be physically fit and have the endurance to work with clients in a fitness environment.
- Frequently required to sit, stand, walk, and run.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Frequently required to lift and/or move up to 60 pounds.
- Frequently required to bend, twist or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.
- Frequently have a varied or irregular work schedule.

**COMPETENCIES:** *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **Dependability:** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time.
- **Initiative:** Volunteers readily; seeks self-development opportunities; seeks increased responsibilities; looks for and acts upon opportunities; asks for and offers help when needed.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
- **Leadership:** Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives recognition as appropriate.
- **Motivation:** Sets high expectation and challenging goals. Creates a positive environment for high performance results.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.
- **Professionalism:** Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** Follows safety and security procedures; reports unsafe conditions; uses equipment and materials properly.

- **Self-Control:** Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.
- **Analytical Skills:** Ability to process complex or diverse information.
- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- **Customer Service:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- **Delegation:** Delegate work assignments, give authority to work independently, set expectations, and monitor delegated activities.
- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development and recognition. Cultivates relationships to support fund-raising.
- **Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.
- **Problem Solving:** Identifies and resolves problems in a timely manner; assesses actions needed and responds as trained to carry out procedures; uses reason to apply knowledge to immediate situations.
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects.
- **Written Communication:** Writes clearly and concisely.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually loud.
- The noise level is occasionally higher when working with equipment and some tools.
- Wet or humid conditions.

*Aberdeen Family YMCA has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

I have read and understand my responsibilities for this role at the Aberdeen Family YMCA as noted above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name