



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Triathlon Coach

Reports To: Triathlon Director

FLSA: Non-exempt – Part-time

Work Location: East Area Family YMCA

Work Schedule: Wednesday evenings from 6:30pm to 8pm; additional hours available at other locations

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Triathlon Director, the Triathlon Coach will assist in ensuring that the members of the YMCA of Greater Syracuse receive the appropriate guidance in their pursuit to achieve their health and wellness goals. The Triathlon Coach is responsible for creating a safe and enjoyable exercise experience at the YMCA of Greater Syracuse. To achieve this environment, the Triathlon Coach must deliver safe and effective exercise and training programs, enforce all wellness program policies and ensure that member needs are met through constant attention to detail. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.

Triathlon Department Quality Service Theme:

By encouraging healthy lifestyles, we make a positive difference in people's lives.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

Deliver and Lead a Safe & Effective Triathlon program(s):

- Maintain all YMCA character values and regulations in and out of the Health & Wellness Center, Aquatics Center, Cycling Studios, and other areas of the three disciplines.
- Will design safe and effective triathlon training programs based on member goals, following standards and guidelines set forth by the American College of Sports Medicine and USAT Certification Standards.
- Obtain approval of all clients with the Triathlon Director before meeting with clients. Once approved, meet with clients for initial interview.
- Continually strive to obtain the most recent Triathlon Industry information and/or studies.
- Maintain a written attendance record for all training sessions with each client.
- Demonstrated ability to relate to and work with people of diverse backgrounds and work cooperatively with all staff.
- Responsible for maintaining an appointment schedule and communicating any changes to that schedule with the client and Triathlon Director.
- Offer and assist and help administer, with the approval of Triathlon Director, three (3) safe and effective triathlon training programs for members per year (Green Lakes, Iron Girl, and Off Season Training Programs).
- Create and implement with the supervision of Triathlon Director a safe and effective off site ride/run/swim training working with the CNY Tri Club and other local organizations.
- Working with Triathlon Director to organize and implement an Online Triathlon Training program.
- Assist in Group Rides and Open Water swims for our members.

Maintain a safe environment:

- Review all policies outlined in the procedure manual regarding emergency procedures relating to injury or illness of a member.
- Know and enforce all Triathlon program policies, procedures and rules in a consistent, fair and firm manner.
- Ensures a safe, effective and motivating exercise plan for clients, respond to incidents, accidents and emergencies appropriately, calmly and professionally.
- Protect the organization and the members from harm or suit.
- Never perform personal functions while on duty; i.e. any type of phone call to include texting, writing, reading, exercising, talking to friends or other employees. Remember you are here to train your client.

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- Report emergency maintenance needs immediately to the Maintenance Department.
- Record and report any faulty equipment and/or lapse in maintenance. Process work request form and forward to the Maintenance Director and the Health & Wellness Director.
- Follow Health & Wellness rules on and off duty.
- Administer proper CPR/AED in accordance with training and facility procedures.

Maintain a pleasant and professional Triathlon environment:

- Contribute to the success of the Triathlon program; be on time for all appointments and lectures, and be prepared to conduct a safe and enjoyable program with your client/classes.
- Conform to all dress codes as provided by the Triathlon Director.
- Work with fellow staff members and treat them with respect and always talk of them in a positive manner, supporting one another.
- Ensure that the needs of all members are met through constant attention to detail.
- Be flexible and adaptable in order to accommodate members’ needs and wants.
- Be able to answer members’ questions, concerns, and complaints in a timely and courteous manner.
- Communicate and educate in a knowledgeable and professional manner.
- Respond to change and requests within the Triathlon Department with flexibility ensuring efficient operation.
- Demonstrate teamwork and organization by communicating problems or constructive criticism to the Triathlon Director at the end of your class.
- Assist with inside and outside promotions as they relate to the Triathlon program.
- Attend all mandatory in-house trainings and meetings.
- Maintain basic knowledge of other program offerings to help serve member’s needs.
- During Group Rides leave no athlete behind, carry a cell phone at all times. Be prepared for flat tires and other mechanical failures while on the bike outside.
- During open water swims, assist the Triathlon Director with body marking, counting, and attendance.
- All other duties as assigned by Triathlon Director.

Experience and Education:

Assistant Triathlon Coach

Education		Experience		Certifications
High School Diploma or GED equivalent	AND	6 months of experience in triathlon, aquatics, running, and/or cycling; related field preferred.	AND	None

Certified Triathlon Coach

Education		Experience		Certifications
High School Diploma or GED equivalent	AND	Minimum one year experience in triathlon, aquatics, running, and/or cycling; related field preferred.	AND	<ul style="list-style-type: none"> - Must hold a USAT Certified Triathlon Coach Certification; or similar Certification, such as ITCA - YMCA Healthy Lifestyle Principles w/in 6-months - YMCA Foundations of Strength & Conditioning Instructor Certification w/in 12-months

Qualifications:

- Demonstrate leadership skills in an outgoing, friendly, assertive, professional and mature manner.
- Demonstrate a sincere desire to improve the health and wellness of YMCA Triathlon Department, staff and program participants.
- Ability to lead and motivate others.
- Ability to effectively communicate information on YMCA of Greater Syracuse program components to members.
- Demonstrates excellent planning and organizational skills, ability to handle multiple projects simultaneously.
- Effective interpersonal and communication (oral and written) skills, as well as the ability to build and maintain positive relationships with Members, Directors, Staff and Vendors.
- Refrain from diagnosing injuries, offering medical advice and dispensing or endorsing any and all commercial health products.
- Exceptional interpersonal and customer service skills.
- Must be willing to work flexible hours, including some nights and weekends.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior initial assignment to position.
- Must hold and maintain current CPR, AED certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete YMCA Youth Protection training within the first 60-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

Successful implementation of the program will result in quality Health and Wellness Triathlon Programs that meet or exceed the needs of our members and the community at large.

Physical Demands:

Hear noises and distress signals in a Triathlon environment with background noise and perform all needed rescues skills. Operate alone as a Triathlon Coach without other instructors for support. Ability to frequently stand, sit, walk, cycle, talk, hear, swim, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb a minimum of two flights of stairs (approximately every ½ hour), lift/move and carry approximately 45 pounds, spot members lifting weight in excess of 50 pounds and use hands and fingers, carry out emergency evacuation plans, and specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is normally performed in a typical YMCA facility environment. At times, the employee may be exposed to situations where injuries may occur. Frequently exposed to loud noise and background music. Occasionally exposed to outdoor weather conditions in conducting certain Triathlon programs. Frequently exposed to OSHA approved cleaning solutions.

Americans with Disabilities Specifications:

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.

How to Apply:

Interested candidates should respond to Jennifer Hughes, Triathlon Director at (315) 474-6851, ext. 336 or email their application to jhughes@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than September 27, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.