



# JOB DESCRIPTION

**JOB TITLE:** Exercise & Wellness Assistant  
**CLASSIFICATION:** Full-time, Non-Exempt  
**REPORTS TO:** Health & Wellness Manager  
**LAST UPDATED:** June 3, 2026

## MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

## VALUES

At VINE, our culture fosters **committed, compassionate, and curious** people. We respect and engage aging adults at every life stage, promoting **wellbeing and belonging** with dedication to **kindness, honesty, accountability, and quality service**.

## POSITION SUMMARY

Under the supervision of VINE's Health & Wellness Manager, the Exercise & Wellness Assistant will lead exercise classes, support members in utilizing the fitness facility, and create a welcoming and inclusive environment that promotes health, wellness, and positive aging. This role emphasizes fostering member confidence, providing personalized guidance, and encouraging long-term fitness habits.

## ESSENTIAL FUNCTIONS

### Group Exercise and Participant Engagement

- Plan and deliver safe, effective instruction for a variety of group exercise classes, including peaceful movement, aqua fitness, and other age-appropriate formats.
- Provide individualized exercise modifications and progressions to accommodate varying abilities, fitness levels, and health considerations.
- Create a welcoming and inclusive environment where all participants feel respected, valued, and supported.
- Foster a positive and motivating class atmosphere through encouragement, clear instruction, and personalized feedback.

### Program Development and Facilitation

- Support the development and implementation of member engagement initiatives and incentive programs to increase participation and retention.
- Respond to challenging situations with professionalism, empathy, creativity, and sound judgment.

### Facility Operations

- Complete opening and closing procedures, including pool testing (as applicable), securing facilities, and maintaining the cleanliness and safety of fitness areas.

### Administrative Support

- Provide administrative and clerical support to the Health & Wellness department as needed.
- Maintain accurate records and uphold confidentiality when appropriate.
- Demonstrate professionalism, reliability, creativity, and sound judgment in all interactions.
- Perform additional duties as assigned, in support of departmental goals and contributing to the overall mission and operations of VINE.

## COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

### Qualifications and Certifications

- Possess or be willing to obtain within 90 days of hire a recognized group exercise certification (water aerobics, yoga, or similar).

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- Possess current CPR/AED certification within 90 days of hire (employer provided).
- Successfully pass a criminal background check.

## **Health and Wellness Commitment**

- Brings contagious enthusiasm for health and wellness, inspiring participants to stay active, strong, and engaged at every stage of life.
- Champions active aging by creating a positive, motivating environment that supports lifelong fitness and overall quality of life.

## **Interpersonal, Communication, and Teamwork Skills**

- Creates a welcoming, inclusive atmosphere where members, donors, staff, and board members feel valued and motivated.
- Communicates clearly and confidently, navigating challenges and resolving conflicts with professionalism and a solutions-focused mindset.
- Collaborates effectively within a team environment, adapting quickly to meet the evolving needs of members and the organization.

## **Problem Solving, Creativity, and Organizational Skills**

- Designs engaging, innovative programs that keep participants motivated and progressing toward their goals.
- Thinks on their feet to modify exercises and address individual needs safely and effectively.
- Stays organized and detail-oriented, managing schedules, class preparation, and multiple priorities with confidence and independence.

## **Technical Proficiency**

- Proficient in Microsoft Office applications, email platforms, and online research tools; open to learning new software and technology as required.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in human performance, exercise science or closely related field preferred but not required. Relative work experience is important.

## **POSITION TYPE**

This non-exempt, full-time position is offered at 32 hours per week with room to grow to 40 hours. Although most work will be accomplished during weekday hours, some weekend class instruction time is required.

**Early mornings and/or late evenings are required as well.**

## **BENEFITS**

Full-time employees are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and some options are prorated based on hours of work): health insurance coverage, life insurance, 401(k) plan, health savings account, Paid Time Off (PTO) and Extended Leave, and ten company-paid holidays (seven observed holidays and three floating holidays).

## **SUPERVISORY RESPONSIBILITIES**

This position does not supervise employees.

## **WORK ENVIRONMENT**

This position is located in a climate-controlled indoor setting with normal business-level noise and lighting. Opportunities for outdoor yoga and group exercise classes in warmer months are possible.

## **PHYSICAL DEMANDS**



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The position includes extended periods of movement by standing, lifting, bending, and walking. The primary role of the position is to lead a variety of group exercise classes daily and the demands that places on the body. Frequent contact with the public.

## **TRAVEL**

This position does not require travel other than locally for occasional business errands.

## **EQUAL OPPORTUNITY EMPLOYMENT**

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race (including traits that may be associated with race including hair texture and style), color, religion, creed, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

## **SIGNATURES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_