



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELLNESS COORDINATOR

Job Title: Wellness Coordinator
FLSA Status: Non-Exempt
Reports to: Program Director

Revision Date: August 25, 2016

POSITION SUMMARY:

In accordance with the mission, vision and values of the YMCA, the person in this position will assist the Program Director with the overall administration of comprehensive fitness programs and experiences for members, participants and staff. This position will assist in the management and operation of the Wellness Center and Aerobic room along with the development, coordination and administration of the Group Exercise, Water Aerobics, and Personal Training Programs. This position will also assist with the marketing and advertising all fitness programs.

ESSENTIAL FUNCTIONS:

1. Assists in the development and annual revision of policies and procedures for the wellness Center and Aerobic room along with ensuring compliance of these policies and procedures.
2. Assist in administrative duties such as completing program reports, marketing, incident reports, and other documentation.
3. Recruits, trains, schedules and supervises wellness staff and aquatic exercise staff.
4. Maintains up to date risk management documentation.
5. Assists in YMCA fund raising activities and special events.
6. Models relationship-building skills (including Listen first) in all interactions. Responds to all member and community inquires and complaints in timely manner.
7. Works in conjunction with the Program Director to create an environment that delivers effective support for all people seeking health, well-being and community for themselves and their families.
8. Monitors the certifications of wellness staff and maintain those certifications.
9. Works to ensure consistency and quality of Wellness programs, Group Exercise, Water Aerobics and overall healthy lifestyle services available to members.
10. Plan, coordinate, manage a comprehensive personal training and fitness assessment/screening program.
11. Responsible for the maintenance and inventory of Fitness Center and aerobic room fitness equipment.
12. Maintains up to date with knowledge of national trends and best practices in fitness programs.
13. Teaches group fitness classes regularly as part of our regular group fitness class schedule and be able to substitute all instructor's classes.
14. Create, implement, evaluate and maintain Employee Wellness Program.
15. All other miscellaneous duties as assigned by supervisors.

WELLNESS COORDINATOR

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

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 meetings. 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:

1. Required certifications: CPR, First Aid, and AED within 90 days.
2. YMCA Child Abuse training within 90 days of hire.
3. Must be certified through ACE, ACSM, or other approved nationally accredited organization or YMCA Foundations of Strength and Conditioning and Group Exercise.
4. Must become certified in the YMCA Healthy Lifestyles certification within 1 year of hire.
5. Ability to work with youth and adults from beginner to advanced levels of fitness experience.
6. Interpersonal communication skills required.
7. Experience teaching a variety of group fitness class formats.
8. Experience in personal training or ability to acquire certification.

PHYSICAL DEMANDS

1. Ability to adequately observe participants' activities, and enforce safety regulations.
2. Physical capabilities to bend, stoop, climb and move/lift objects up to 50lbs in weight.

Signature:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____