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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA WELLNESS COORDINATOR

Job Title: **Wellness Coordinator**

FLSA Status: Non-Exempt

Job Code: 701

Job Grade: Level 3

Reports to: Branch/Site Director or Executive Director

Closing Date: March 6, 2019

POSITION SUMMARY:

Develop and supervise a mid-sized fitness department. Create a positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures. May assist with other duties as assigned by supervisor.

ESSENTIAL FUNCTIONS:

1. Provide leadership and accountability to all level 1 and 2 department employees, including corrective action/coaching procedures. Ensure mandatory trainings and certifications are complete. Report staff concerns to branch director
2. Manage department inventory, supplies and equipment maintenance. Report all maintenance and cleaning concerns to cleaning personnel.
3. Hire, schedule and oversee department staff in accordance with YMCA employment policies, inform supervisor of shift vacancies.
4. Lead energizing, fun, safe and educational group classes to accomplish the YMCA mission and goals.
5. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency response.
6. Build effective, authentic relationships with members; contact new members to help connect them with other members and the YMCA. Support branch/site annual campaign by identifying and engaging volunteers.
7. Lead department meetings and attend YMCA leadership meetings. Complete YMCA specific trainings and certifications as directed.
8. Plan quarterly group exercise schedules and post on social media.
9. Monitor wellness floor for proper equipment usage and offer assistance to any members with any inquiries.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys 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.

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.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

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.

QUALIFICATIONS:

1. Associates degree in physical education, nutrition or relevant field; or equivalent education and experience.
2. Previous experience in the fitness industry with supervisory experience.
3. Minimum age of 21.
4. Certification in specific group exercise formats, personal training, nutrition preferred.
5. First Aid, CPRPRO and AED; Child Abuse Prevention training within 90 days of hire, national certification (ACE, NETA, AFAA, NASM) in group fitness instruction or YMCA equivalent.
6. Work effectively with people of different backgrounds, abilities, opinions and perceptions.

PHYSICAL DEMANDS:

1. Ability to verbally lead group activities.
2. Adequate mobility, sight and hearing to effectively supervise program participants.
3. Sufficient strength and agility to perform essential functions of position including the ability to lift a child who weighs approximately 50 pounds.
4. Ability to perform essential functions which may involve, but not limited to the following activities: standing; sitting; semi-to-full reaching overhead; crouching; kneeling; carrying; twisting of the waist, shoulders and legs.

HOURS:

Part Time: 20 hours weekly
Monday and Tuesday 4-7:30pm
Wednesday and Thursday 9am-2pm
Every other Saturday 9am-12pm

PAY RATE:

\$13.00-\$15.00 DOE to start

LOCATION:

North Branch

TO APPLY:

Submit cover letter, resume and YMCA job application to:

Michelle King
3725 Ramsey Street
Suite 103B
Fayetteville, NC 28311
Michelle.king@ymcaofthesandhills.org

No Phone Calls Please