



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Health & Wellness Coordinator
FLSA Status: Exempt
Reports to: Center Director

Job Grade: V
Revision Date: 2/10/19

POSITION SUMMARY:

Develops, organizes and implements high quality YMCA Community Wellness Programs within Dickinson County.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives: (General Areas: Wellness Center, Group Exercise Programs, Personal Training, Health/Fitness Assessments, Special Events (i.e. UP Northwoods Triathlon: Mountain Mudder, Color Run), Other related programs/services).
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives and purchases equipment, parts and supplies as required.
7. Coordinates use of facilities for program activities and events and schedules equipment maintenance and repair.
8. Assists in YMCA fund raising activities and special events; Takes leadership role in Annual Campaign.
9. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. Assists with Program Committee meetings
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

YMCA COMPETENCIES (Leader):

Mission Advancement: Demonstrates in word and action the Y's core values of caring, honesty, respect and responsibility and a commitment to the Y's mission, in all matters at all times.

Makes member and community needs paramount and does everything in his/her power to engage and partner with members and community to exceed expectations.

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. Follows budgeting policies and procedures, and reports all financial irregularities immediately. 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. Bachelor's degree in related field preferred or equivalent combination of education and experience.
2. One to two years related experience preferred.
3. Ability to develop, lead and present meetings, literature, etc.
4. Knowledge of community health promotion, wellness and group exercise.
5. Completion of CPR, First Aid, AED, and bloodborne pathogens within 60 days.
6. Good organizational and communication skills.
7. Excellent personal computer skills and experience with standard business software.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS

1. Must have excellent communication skills.
2. Must be able to lift 50 lbs.
3. Ability to visually inspect promotional literature and materials, computer monitors, etc.
4. Must have the ability to perceive audio and visual alerts for emergency purposes.
5. Must be able to sit for long periods of time.
6. Must be able to access all areas of YMCA building and other assigned work spaces including pool areas, closets, stairwells, locker rooms, wellness center, and off site program floor plans.