



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Wellness Coordinator-Southlake Branch

FLSA Status: Part-time

Reports to: Wellness Director

Revision Date: 1/29/18

POSITION SUMMARY:

The Crossroads YMCA is seeking a fitness professional with a passion for the Y to be our next Wellness Coordinator. Under the supervision of the Wellness Director, the Wellness Coordinator is responsible for assisting the Wellness Director in managing areas of wellness and group exercise.

Essential Functions

- 1. Job responsibilities include planning, scheduling, implementing and maintaining programs in group fitness or wellness as directed.**
- 2. Schedule, hire, and train group fitness and wellness staff.**
- 3. Evaluate employee performance and handle disciplinary issues with staff.**
- 4. Coach and shadow staff's ability to communicate with members and program participants to improve retention.**
- 5. Be able to substitute as needed for a variety of classes.**
- 6. Answers questions from members to support them in achieving their goals related to healthy living. Maintains working knowledge of wellness and trends to provide effective information and support to members.**
- 7. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA. Introduces new members to group exercise communities based on their health and well-being goals.**
- 8. Provide fitness and equipment demonstrations and explanations for members and guests.**
- 9. Conduct regular follow-up phone calls and communication with participants.**
- 10. Promote the facility and programs using social media, brochures, flyers, health fairs etc.**
- 11. Perform CPR audits on all wellness staff.**
- 12. Maintain clean, safe areas for members and program participants and ensure proper maintenance of fitness equipment.**
- 13. Ensure the overall health and safety of our members and program participants.**
- 14. Assist Wellness Director with the planning and organizing of National YMCA programs such as Enhance Fitness and Diabetes Prevention Program.**
- 15. Assist Wellness Director with the planning and organizing of the annual Hub Run 5K/2K race.**

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's 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. 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 fitness or related field/3-5 years of supervisory experience in a related field
2. 3-5 years of experience implementing wellness programs
3. AFAA, ACE, ACSM, NSCA certification or YMCA equivalent certifications
CPR/AED Certification
4. Within first year, become certified to teach American Red Cross CPR/First Aid class
5. YMCA Healthy Lifestyles Principles, YMCA Foundations of Group Exercise and YMCA Foundations of Strength and Conditioning
6. A thorough knowledge of wellness programs, fitness testing and evaluation
7. Excellent verbal and written communication skills

WORKING CONDITIONS:

1. Ability to work in excess of a 20-hour week with irregular work hours.
2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Must be able to lift and carry supplies and materials weighing up to 50 pounds.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
8. Ability to view/enter data for long periods of time.

To Apply: Email resume to Amy Lucka, Wellness Director, alucka@crymca.org by February 19, 2018.