



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: Wellness Coordinator - Southlake Branch

FLSA Status: Non Exempt Hourly

Status: Full Time

Reports to: Wellness Director

Revision Date: 1/2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the supervision of the Wellness Director, the Wellness Coordinator is responsible for overseeing the operations of the Wellness Center as well as engaging in member connectivity.

Essential Functions

1. Supervise Wellness Center activities to meet the needs of the community. This includes but is not limited to:
 - a. Planning, scheduling, implementing and maintaining wellness programs, such as overseeing Smart Start program and Wellness Orientations.
 - b. Provide fitness and equipment demonstrations and explanations for members and guests.
 - c. Support members in achieving their goals related to healthy living.
 - d. Builds effective, authentic relationships with members and helps members connect with each other and the YMCA
 - e. Introduces new members to group exercise communities based on their health and well-being goals.
 - f. Responsible for the oversight of cleanliness and maintenance in the center ensuring clean safe areas for members and program participants.
 - g. Models relationship-building skills in all interactions including regular follow-up phone calls and communication with participants.
 - h. Substitute as needed for Smart Start appointments or other requirements of center
2. Hires, trains, supervises, schedules and evaluates part-time staff to ensure all tasks are completed as required and scheduled.
 - a. Approves payroll of part-time staff.
 - b. Evaluate employee performance and handle disciplinary issues with staff.
 - c. Coach and shadow staff's ability to communicate with members and program participants to improve retention.
 - d. Develop strategies to motivate and engage staff
 - e. Perform CPR audits on all wellness staff.
3. Maintains working knowledge of wellness and trends to provide effective information and support to members.
4. Teach group fitness classes as needed.
5. Promote the facility and programs using social media, brochures, flyers, health fairs etc.
6. Assist Wellness Director with the planning and organizing of National YMCA programs such as Enhance Fitness and Diabetes Prevention Program.

7. Assists in YMCA fundraising activities and special events such as planning and organizing of the annual Hub Run 5K/2K race.
8. Accepts additional assignments as deemed appropriate, within the scope of the job description

YMCA LEADERSHIP COMPETENCIES: (Team Leader)

Mission Advancement: Reinforces the Y’s values within the organization and the community. Effectively communicates the benefits and impact of the YMCA’s efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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. Minimum of 1 year experience working in the wellness field with a thorough knowledge of wellness programs, fitness testing, and evaluation
3. Experience implementing health and wellness programs
4. Excellent verbal and written communication skills
5. AFAA, ACE, ACSM, NSCA certification or YMCA equivalent certifications
CPR/AED Certification preferred
6. YMCA Foundations of Group Exercise and YMCA Foundations of Strength and Conditioning required within the first 45 days.
7. Prefer knowledge of, and previous experience with, diverse populations
8. Certified to teach American Red Cross CPR/First Aid class within first year.
9. Working knowledge of computer programs – Microsoft office
10. Work hours include most weekdays 11:00am-7:00pm and Saturday 9:00-5:00.

WORKING CONDITIONS:

1. Ability to walk, stand, and sit (including on the floor) for extended periods of time while maintaining alertness.
2. Must be able to lift and carry supplies and materials weighing up to 50 pounds.
3. Position may require bending, leaning, kneeling, and walking.
4. Ability to speak concisely and effectively communicate.
5. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
6. Ability to view/enter data for extended periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____