



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

## **JOB DESCRIPTION**

Job Title: Wellness Coordinator  
FLSA Status: Non Exempt Hourly  
Status: Part Time  
Reports to: Executive Director

Department: Wellness  
Revision Date: 7/2018

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### **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. The Wellness Coordinator is responsible for assisting the Wellness Director in managing the areas of wellness and group exercise.

### **ESSENTIAL FUNCTIONS:**

1. Supervises all wellness and group ex instructors in maintaining schedules, recruiting, hiring, training and evaluating staff.
2. Ensures quality service and program delivery, including maintaining accurate CPR/AED/First Aid and job related certifications, as well as other departmental duties.
3. Leads energizing, fun, safe, and educational wellness and group ex classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
4. Knowledge of and ability to teach various formats.
5. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA. Models welcoming, connecting, motivating and affirming.
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. Conduct regular follow-up communication with participants.
8. Attend all required meetings. Keeps accurate class attendance records, aiming for continual retention and growth.
9. Staying current with trends in the field and exercise industry.
10. Perform inventory and equipment checks regularly and maintain cleanliness of area.
11. Responsible for securing subs or subbing when necessary.
12. Follows YMCA policies and procedures; responds to emergency situations.
13. Assist with special events.
14. Playing a role in organizing and securing gifts for the annual campaign.
15. Perform other duties as assigned.

### **YMCA 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
4. Minimum age 21 preferred.
5. Bachelor's Degree in fitness or related field or 3-5 years of supervisory experience in a related field.
6. National group exercise certification such as ACSM, ACE, AFAA or NETA preferred.
7. National personal training certification such as ACSM, ACE, AFAA, or NASM preferred.
8. Completion of YMCA program-specific certifications.

### **JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

### **SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_