



KEARNEY FAMILY YMCA JOB DESCRIPTION

Job Title: Health and Wellness Director

Department: Health and Wellness

Reports To: CEO

Salary Range: \$39,000-\$44,000

Status: Full-Time

The YMCA's:

- **Cause:** Strengthening Community
- **Areas of Focus:** Youth Development, Healthy Living, Social Responsibility
- **Core Values:** Caring, Honesty, Respect, Responsibility,

POSITION SUMMARY:

The Health & Wellness Director will be responsible for all facets of the health and wellness programs for the YMCA. This includes, but is not limited to leadership and direct involvement of group exercise, athletic performance, personal training, fitness center, healthy living programs, evidence-based programs, and special events.

ESSENTIAL FUNCTIONS

- Include the following. Other duties may be assigned.
- Oversee planning, development and delivery of the Health and Wellness Programs and initiatives.
- Provide the leadership necessary to advance the mission of the organization and is responsible for the development, instruction, retention, maintenance, and staffing of all health and wellness functions at the YMCA.
- Has a proven track record in starting and executing innovative wellness programming by staying current with the trends in this field.
- Integrate a comprehensive health, wellness and membership approach in all programs for youth, teens, adults, and special populations.
- Implements the schedule of Group Exercise programming to best serve the membership demographic, making format or instructor changes when necessary.
- Hire, train, supervise and evaluate group exercise instructors, professional health and wellness staff, personal trainers and fitness center staff and volunteers as programs dictate and budget guidelines allow.
- Work harmoniously as a team member, ensuring equitable division of time and resources between all programs serving our members in this department and role modeling a flexible, adaptive mindset as well as a positive attitude.
- Ensure that schedules for programs and activities are planned and communicated in a timely and efficient manner.
- Maintain the highest quality of staff, through ongoing staff training and evaluations as well as timely follow-up and follow-up with employee relation issues.
- Motivate and engage your employees and volunteers to increase retention and understanding of our cause through regular staff meetings.
- Assists in the planning and development of the annual departmental budget. Provide managerial oversight for all department budgets and ensure that the financial health of the YMCA is supported by appropriate decision-making.
- Work to ensure a risk-free environment, ie-caution regarding unsafe practices and conditions. Report accidents and injuries and complete incident reports.
- Manages daily operations of the Fitness Center including scheduling, coverage, and member engagement, fitness challenges, cleanliness, and equipment management.
- Oversees the group exercise program including scheduling, staff supervision, equipment management, and promotion.
- Creates, develops, and maintains a personal training department that focuses on sales, revenue growth, and member retention that meets or exceeds revenue goals with quality, certified personal trainers.

- Experience as a group exercise instructor, wellness coach or personal trainer is required.
- Effectively utilizes Listen First skills and relationship building skills.
- Maintains current certifications and stays up to date with industry trends.
- Actively participates in management team meetings and committees as assigned.
- Assists in all YMCA activities and special events as needed.
- Actively supports the YMCA Annual Campaign under the direction of the CEO to include fundraising and special event planning and implementation.
- Complete and approve payroll for your department as outlined in the payroll guidelines.
- Work closely with the Marketing Director on marketing/promotions to ensure consistent messaging around the Y as a cause-driven charitable organization.
- Performs other duties as assigned by supervisor.
- Honor your colleagues by being on time, present and fully engaged.
- Display leadership that requires not only skill, but energy, passion, optimism and creativity.
- Build open and honest communication with members, program participants, staff, and volunteers.
- Deliver exceptional service that is of high value. Build a positive staff team. Be friendly.
- Collaborate with other directors, Y's and community groups.
- Assure your own self-development through reading, research, and conference or training attendance.
- Act as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Responsibility, and Respect.
- Compile program statistics. Monitor and evaluate the effectiveness of and participation in programs.
- Purchase parts and supplies for department as needed and assist with coordination of equipment maintenance and repairs.
- Develop and maintain collaborative relationships with community organizations.
- Respond to all member and community inquiries and complaints in timely manner.

LEADERSHIP COMPETENCIES:

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent relevant experience
2. At least 1-year supervisory experience in customer service and/or fitness training or instruction
3. Demonstrated success leading member-focused or equivalent team
4. Demonstrated leadership, dependability & flexibility in work hours
5. Complete within 30 days of hire: YMCA cause & culture training; branch-specific training; Child Abuse Prevention Training; Blood Borne Pathogens, CPR & First Aid (provided by YMCA)
6. Complete within 90 days of hire & maintained consistently: YMCA program-specific certifications and current nationally recognized Group Exercise and/or Personal Training Certification
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community and successful clearance of background check

EQUIPMENT & APPLICATIONS:

- Microsoft Office
- Google Applications is a plus

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Frequently required to stand, walk, sit use hands to manipulate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk, hear and see.
- The ability to demonstrate exercises and fitness-related movements. This includes but is not limited to: lifting dumbbells, pressing weight overhead, pressing weight with legs, sitting/laying on the floor, standing, jumping, and running.
- The ability to hear and speak to be heard by class participants.
- Ability to lift equipment weighing up to 50 pounds.

Pay and benefits of the position:

- \$39,000-\$44,000 annual salary
- YMCA Retirement Plan
- Health Supplement Insurance
- Quarterly Retention Bonus (after 90 days of employment)
- 50% Program Discounts
- Child Care Discounts
- Free YMCA Membership
- PPL time – (Paid Personal Leave)
- Employee Wellness Program

SIGNATURE:

I have reviewed and understand this job description.

Employee's Name (please print)

Employee's Signature

Today's Date: _____