



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF METROPOLITAN COLUMBUS, GA JOB DESCRIPTION

Job Title:	Wellness Coordinator	Employee Name:	
Status:	Part-Time, Non-Exempt	Branch:	Turner YMCA
Rev. Date	January 2020	Reports To:	Asst Branch Director / Branch Director

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. Develops, organizes, and implements high quality YMCA fitness programs to meet the needs of the community, such as group fitness classes, events, and healthy living. Develops staff through coordinated, targeted, quality training.

ESSENTIAL FUNCTIONS:

1. Interacts with new and existing members to help them in achieving their health and well-being goals. Creates a welcoming environment for all members of all backgrounds and abilities.
2. Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
3. Recruits, hires, trains, develops, schedules and directs staff and volunteers in assigned areas as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Edits and Approves employee hours for payroll.
4. Establishes new program activities, special events, and expands programs within the community in accordance with strategic and operating plans.
5. Assists in the marketing and distribution of program information, may organize and schedule program registrations.
6. Develops and maintains collaborative relationships with community organizations. Coordinates events & activities and represents the YMCA at community events to promote the YMCA.
7. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
8. Assists in YMCA fund raising activities and special events. May assist with Program Committee meetings.
9. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. Attends all staff meetings as required.
11. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.



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QUALIFICATIONS:

- One to two years related experience preferred.
- Ability to establish and maintain collaborations with community organizations.
- Minimum age requirement of 21.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to adapt to changing needs and circumstances
- Completion of YMCA program-specific certifications
- CPR, AED Certified
- Ability to conduct Fitness Assessments.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to perform all aspects of the position including, but not limited to, walking, standing for long periods of time, reaching, and lifting up to 50 pounds.
- Ability to demonstrate exercise techniques.
- Ability to teach Group Fitness classes and Boot Camp
- Ability to set up weights/machines for proper alignment.

AGREEMENT:

I have read and understood the contents of this job description. I agree to comply with all the components of the job description or disciplinary actions may be taken, up to termination. I also agree to comply with all YMCA policies and procedures. I understand that it is my responsibility to seek further information for any questions or concerns I may have, until I have a clear understanding of my responsibilities and expectations.

Employee's name

Employee's signature

Today's date: _____