



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## THE FAMILY YMCA- JOB DESCRIPTION

Job Title:	Wellness Director	Schedule:	Flexible/Varied
Job Type:	FT, 40 hours	Job Code:	03010000
FLSA Status:	Exempt	Revision Date:	December 2020
Reports to:	CEO	Salary Range:	\$38,000-\$48,000

### POSITION SUMMARY

Under the direction of the CEO, the Health and Wellness Director will develop, organize and implement high quality wellness programs for the YMCA. The director's key function is to build strong, lasting relationships with members and employees that will build healthy lifestyles. Hiring, training, evaluating and cultivating staff is also a priority. Functions include: program planning, special events, facility upkeep, budgeting, employee relations and membership cultivation and retention. The director will be challenged to provide successful track record in fiscal management as well as the execution of innovative wellness programs. This individual must have refined verbal and written communication skills to effectively communicate with all levels of management, staff, members, volunteers, and guests. This individual will be required to work flexible hours, especially during peak times of facility usage and lead her/his team by example.

### OUR CULTURE

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS & JOB DUTIES

#### **GENERAL DUTIES:**

- Implement wellness, group exercise and personal training programs that promote retention of existing members and engage new members. Direct and engage staff to support health and wellness initiatives to achieve retention goals.
- Establish new program activities and expand programs within the community in accordance with strategic and operating plans. This includes creating, implementing and scheduling health and wellness program and classes. Teach classes as needed.
- Partner with local business to create YMCA corporate and community wellness programs that fits each business's needs. Deploy wellness outreach programs to educate the greater community about healthy living. Including but not limited to: LAPS, LAC, LANL and other local corporations and organizations.
- Ensure proper implementation of floor schedules and procedures to provide maximum opportunities for member/staff connections. Collaborate and work effectively with all departments to achieve desired results.
- Identify and employ best practices in systems and technology to support effective management of the Wellness department. Utilize available technology, reporting tools and data that enhance wellness participation and member retention.
- Establish systems for regularly scheduled fitness equipment inspections to ensure proper and efficient working order at all times. Coordinate with Facility Manager to ensure equipment maintenance and repairs are performed timely. Recommend and purchase equipment, parts and supplies by the purchase requisition process. Recommend equipment mix that will best serve members needs.
- Monitor daily operations to adhere to all YMCA health and safety standards and policies. Ensure all staff is current with required certifications.

- Create and implement wellness and lifestyle programs, personal training and group exercise participation through product knowledge and interactions with existing and potential members. Collaborate with department leads to maximize enrollments in program registration.
- Model relationship-building skills in all interactions. Respond to all member and community inquiries and concerns within 24 hour.
- Plan and execute Healthy Living events.
- Compile program statistics. Monitor and evaluate the effectiveness of and participation in classes and program.
- Represent and market the Y and Wellness department at community events.
- Recruit, select, develop and retain appropriate skill depth level for the department. Supervise, engage, develop and mentor department staff. Support training and career succession plan for staff team.
- Provide leadership through established performance goals and standards, regular assessment of staff performance including annual performance evaluations, and staff meetings.
- Collaborate with the DOF/CEO to plan and manage the Wellness budget. Control payroll and department purchasing costs within the budget and financial guidelines.
- Assist and takes a leadership role in YMCA fund raising activities and special events.
- Share stories of how the Y impacts and supports members towards their health wellness goals.
- Develop and maintain collaborative relationships with community organizations.
- Take a lead role on the Y's Membership and Program Committee that assists in development and execution of membership retention efforts.
- Market and promote Wellness department offerings and events through a variety of mediums.

#### **PHYSICAL DEMANDS:**

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s).
- Ability to sit and/or stand for prolonged periods of time.
- Ability to teach appropriate classes as needed.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports.
- Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing, using a telephone.
- Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Ability to distinguish between public and confidential information and handle appropriately.
- Work is primarily performed in a typical office setting subject to interruptions and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors.
- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy. Be tobacco free.
- Ability to pass criminal background check.

#### **JOB QUALIFICATIONS**

##### **EDUCATION:**

- Bachelor's degree preferred, however relevant experience and certifications will be considered.

**KNOWLEDGE/EXPERIENCE:**

- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- Minimum two years management experience overseeing wellness, group exercise and personal training programs; essential YMCA experience preferred.
- Experience in programming implementation.
- Microsoft Office proficiency required.
- Must have exceptional interpersonal, public relations and communication skills.
- Demonstrated ability to train, mentor and develop staff.
- Demonstrated skills in fundraising, public relations and programming for wellness initiatives.

**PROFESSIONAL EXPECTATIONS**

The Wellness Director will present a competent and positive image of The Family YMCA through the professional and safe direction and supervision of all health and wellness classes, programs and events. The Wellness Director will strive to have the Y become the leading health wellness organization and the area’s choice in health/wellness membership.

In addition, the Wellness Director will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

**COMPENSATION:**

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Chief Executive Officer.

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

**JOB DESCRIPTION REVIEWED AND UNDERSTOOD:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_