



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WASHINGTON COUNTY FAMILY YMCA

Job Title: Healthy Living Coordinator

FLSA Status: Full-time, Non-exempt

Reports to: Associate Executive Director

Department: Wellness

Date Prepared: 06/29/2021

Leadership Level: Team Leader

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Healthy Living Coordinator shall be responsible for developing, implementing and sustaining all Wellness & Sports programming for members and community participants at the Washington County Family YMCA.

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:

- Perform excellent service to all members, staff, program participants, volunteers and guests.
- Build relationships by using names and initiating conversations with all members, staff, program participants, volunteers and guests.
- Understands, supports and is committed to the YMCA cause and our role in the community as a leader in Youth Development, Healthy Living and Social Responsibility.
- Develop and implement cause-driven programming that promotes Youth Development, Healthy Living and Social Responsibility.
- Actively participates in management team meetings and committees as assigned.
- Play an active role in the annual campaign.
- Work closely with the Associate Executive Director on marketing/promotions to ensure consistent messaging around the Y as a cause-driven charitable organization as they pertain to Healthy Living.
- Responsible for assuring high standards of facility and program quality and safety in accordance with YMCA safety and risk management policies.
- Cross promotes membership and other programming at our YMCA.
- Lead, direct and/or teach activities/classes for which employees or volunteers cannot be secured.
- Assure your own self-development through reading, research, and conference or training attendance.
- Perform other related duties as assigned by your supervisor or CEO.
- Develop and maintain collaborative relationships with community organizations, other coordinators/directors and YMCA's.
- Respond to all member and community inquiries and complaints in timely manner.
- Perform community presentations about YMCA programs and initiatives.
- Completes required abuse risk management training. Adheres to policies and procedures related to appropriate boundaries with children. Monitors building, staff and members and reports suspicious or inappropriate behaviors and policy violations to supervisor. Follows mandated abuse reporting requirements to authorities.



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- Daily operations of the Wellness Center, including supervising staff, conducting wellness consultations, cleanliness, member engagement, equipment maintenance & purchasing, and safety.
- Responsible for all areas of Healthy Living Programs including but not limited to, wellness coaching, sports, personal training, special events, and community & member engagement. Responsibilities in these areas include but are not limited to:
 - Monitoring budgets and monthly numbers and statistics to monitor program effectiveness
 - Recruit, hire, train, supervise, develop and schedule all employees and volunteers within your department.
 - Securing, schedule and maintain off-site and on-site facilities and fields as necessary
 - Provide leadership and guidance to Sports coordinators, Wellness Attendants/Consultants, Personal Trainers and other staff.
 - Recruit and secure retention of program participants and cliental.
 - Compiling surveys and feedback

QUALIFICATIONS:

- Degree in exercise sports science or a related field preferred
- Experience with working with youth/adults in a sports/wellness environment
- Excellent oral and written communication skills
- Interpersonal & coaching skills
- Consistent positive attitude with the ability to comfortably talk with and interact with clients, members, and community.
- Ability to work with all age groups and all abilities
- Ability to respond to safety and emergency situations
- CPR/First Aid Certification within 2 months of hire
- Personal Training Certification within 3 months of hire by accredited national organization
- Attain YMCA Team Leader certification within 2 years of hire
- Prior supervisory experience is a plus

EQUIPMENT & APPLICATIONS USED:

- Microsoft Office
- Google Applications
- Daxko Operations & Engage-will be fully trained upon hiring

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.
- Noise level – Mid-High
- Exposure to electrical/mechanical mechanisms

PAY RATE & HOURS

- Hourly Rate of \$11-\$14/hour depending on experience
- Bonuses available throughout the year for Personal Training cliental
- 40 hours/week-nights & weekends possible