



## **Metro North YMCA**

### **Position Description-Health & Wellness Coordinator**

**Status:** Full-Time /Non-exempt  
**Compensation:** \$35,000- \$44,000  
**Reports to:** Branch Executive Director

#### **POSITION SUMMARY:**

This position is primarily responsible for managing the staff and coordinating the staff schedules of health and wellness employees that engage with members on the wellness floor, through related activities, programs and events. The Health & Wellness Coordinator works closely with the Branch Executive Director to ensure prompt customer service and strong member engagement are carried out with consistency. This position includes a high level of direct service, modeling professional behaviors, direct member service including personal training of YMCA clients, and leading small group training sessions and floor shift coverage.

#### **EFFECT ON END RESULTS:**

1. Programs are in place and operating at the highest quality level for the various service area target markets.
2. All related staff are trained and have up to date certifications.
3. Ensures all equipment is in working order. Responsible for reporting non-functioning equipment for repair and ensuring service date follow up within 24 hours.
4. Creates floor coverage schedule and manages coverage 100% of operating hours (108 hours per week excluding holiday or non-planned circumstances).
5. Works with Branch Executive Director to complete and manages payroll for fitness floor staff so that scheduled hours are not exceeded and overtime is eliminated.
6. Direct and influence staff on best practices and protocols.
7. Responsible for driving Personal training revenue in order to exceed branch year end goal.
8. Responsible for ensuring floor staff have available a daily cleaning list, member workout cards, Get Started appointment logs and related paperwork.
9. Assists with special events planning and delivery, including but not limited to 5K Family events, Healthy Kids Day, Monthly Espresso bike challenge and other Health & Wellness events.
10. Attends and participates in YMCA of Metro North trainings.
11. Participates in health and wellness staff meetings when needed.
12. Assists in branch fundraising efforts as requested.
13. Responsible for two opening shifts and one weekend shift per week.
14. Presents a professional image and manner consistent with the YMCA mission and goals.

15. Remains current in required and voluntary training in order to promote growth of mind and spirit and character values for all.

### **Position Requirements**

- Associate's degree in exercise science, or a related field from an accredited college or university.
- At least two years' experience in instructing related programs.
- Experience in personal training, and health and wellness programming
- Background in internal marketing/special events.
- Group Exercise Certification
- Personal Trainer Certification (ACSM, ACE, NASM, other accredited certification)

### **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.

- ◆ Ability to physically and verbally interact with members and staff.
- ◆ At times, be able to lift amounts up to 50 lbs.

### **SKILLS AND COMPETENCIES/KNOW HOW:**

- ◆ Understand the relationship of the general public to the association, of staff to volunteer, and of staff to staff, and be able to effectively enhance and cultivate those relationships.
- ◆ Ability to interpret, carry out and implement into programs, the mission and goals of the YMCA.
- ◆ Ability to supervise staff and volunteers while actively handling a variety of functions at the same time.
- ◆ Work as an integral member of a staff team.
- ◆ Ability to communicate effectively with adults, youth, teens, seniors and special populations.
- ◆ Computer literate.

### **WORK ENVIRONMENT:**

- ◆ The noise level in the work environment is usually moderate.
- ◆ Ability to be flexible to work evenings, early mornings, weekends and holidays.

### **REQUIRED TRAINING/CERTIFICATIONS:**

- Child Abuse Prevention
- Working on Degree in exercise or health Science or Physical Education
- CPR/AED and First Aid certifications
- Personal trainer certification is preferred or wiliness to work toward

## **YMCA Competencies**

*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.

Interested candidates should send (email) a resume and cover letter to Paul Mantell, Vice President Human Resources, [pmantell@metronorthymca.org](mailto:pmantell@metronorthymca.org)