



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Health and Wellness Director**  
FLSA Status: Exempt  
Reports to: CEO

Salary: \$26,812 (Based on Experience)  
Job Grade: Full-Time (min 37.5 hrs/week)  
Revision Date: 19 December 2017

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### **POSITION SUMMARY:**

Develops, organizes and implements high quality Wellness/Fitness programs under the YMCA's Healthy Living Area of Focus.

### **ESSENTIAL FUNCTIONS:**

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA mission and objectives.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, organize and schedule program registrations. Assists in the review and processing of program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
8. Assists in YMCA fund raising activities and special events.
9. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. Participates as a member of the YMCA Leadership Team.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

### **YMCA COMPETENCIES:**

***Mission Advancement:*** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers and staff 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.

**QUALIFICATIONS:**

1. Associate's degree or work experience in health, wellness and/or fitness field or equivalent.
2. One year or more of management and/or supervisory experience, preferably with a fitness oriented agency.
3. Experience in and knowledge of basic exercise/fitness principles.
4. Experience teaching group fitness classes.
5. Requirements within 90 days of hire include: completion of: New Employee Orientation; Child Abuse Prevention Training; CPR; First Aid; AED; Bloodborne Pathogens, OSHA, AWAIR Training.
6. Completion of YMCA program-specific certifications/trainings.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PROGRAM SPECIFIC DUTIES:**

- Creates and schedules all Group Fitness/Wellness program sessions and activities including water exercise, group fitness, martial arts & community/member wellness classes and SilverSneakers/Active Older Adult and personal training programs & activities.
- Monitors daily Group Fitness/Wellness program operations to adhere to all state, local and YMCA health and safety regulations. This includes daily operations of the YMCA Wellness Center facility.
- Recruits, hires, trains, supervises and evaluates Group Fitness/Wellness department staff and volunteers.
- Purchases and maintains supplies for Group Fitness/Wellness department activities.
- Develops and distributes program calendars and newsletters.
- Organizes and coordinates member activities and events under the YMCA's Healthy Living Area of Focus.
- Teaches and leads individual and group exercise activities for various ages and abilities including group fitness classes and Wellness Center orientations.
- Assist in financial development strategies including fundraising, donor relations, program development and grant writing.
- Other duties as assigned by CEO.