



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: Wellness Coordinator (PT)
Locations: Offsite
Reports to: DT / Fitness Director
Wage Range: \$12.75 – \$16.00 Commensurate with experience

Major Responsibilities:

- Ensure that daily care of program participants is a key priority through supervision of offsite staff and encourage program participant relationship development, engagement, and optimal participant success.
- Facilitate and coordinate staffing for offsite wellness/fitness programming including personal training and wellness challenges.
- Lead the promotion of offsite activities and external programs.
- Assist in the evaluation of programs and service.
- Assist in the evaluation of offsite employees.
- Collaborate with the Vice-President of Operations, Executive Director of Group Exercise, Center Leadership, Corporate Wellness Sales, and Wellness Center staff to ensure excellence and consistency in service through daily care of program participants and volunteers.
- Identify Offsite facility needs and communicate with appropriate party to resolve issues regarding equipment, cleanliness, etc.
- Ensure that staff are trained and prepared to achieve the desired program outcomes.
- Responsible for strict adherence to, and annually review, all Wellness Center policies and procedures related to safety and conduct rules and other regulations; current CPR, First Aid, First Responder training.
- Requires flexible hours to work morning, evenings and some weekends.
- Accountable to the Downtown Fitness Director for execution of Association policies and procedures.

Qualifications:

- Must have nationally recognized Personal Training Certification and 1 year personal training and fitness center experience. Must have the ability to lead group trainings. Experience managing staff is preferred along with an educational background in Exercise Science.
- High level of knowledge and demonstrated competence in the areas of Health & Wellness programming.
- Proven ability to display initiative, good judgment and ability to make decisions independently.
- Demonstrate written and verbal communication skills; public speaking, capacity to prepare reports, and conduct training programs.
- Competent computer skills; Windows environment.
- Must be CPR & First Aid certified within 2 months of hire; training provided.

Benefits:

Excellent benefits include free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Deadline: April 19, 2016
Apply Online: <https://apply.ymcamke.org>