



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUPPORTING OUR MEMBERS

Job Title: **Wellness Coordinator**
Leadership Level: Team Leader
Reports to: Member Engagement Director

FLSA Status: Non-exempt
Status: P/T

Job Description

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 Wellness Coordinator at Washington County Family YMCA serves others by intentionally welcoming, connecting, and supporting them and inviting them to get involved and give back to the community, as well as overseeing wellness staff, oversee wellness programs and classes, and health & wellness events and programs.

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:

1. Creates a safe environment in which all individuals feel welcomed and respected; builds relationships with and among members and program participants.
2. Shares wellness program information with members and non-members to encourage participation and awareness.
3. Asks and answers questions and displays empathy in support of helping members and program participants build confidence to achieve their health and wellness goals.

4. Identifies and celebrates the successes of members and program participants through programs, wellness consultations, and group exercise classes.
5. Holds hours within the Wellness Center as a coach to aid in consultations, cleanliness of facility & to be available for inquiries.
6. Uses Daxko Engage portal to document member notes & interactions; oversees wellness staff in using Daxko Engage as a tool to build stronger relationships with our members.
7. Follows YMCA policies and procedures; responds to emergency situations.
8. Coordinate with Group Exercise Instructors to create monthly calendar for classes. Seek new instructors & class formats to enhance our offerings.
 - Strives to find coverage when instructors are unavailable, cancel classes if necessary. Communicate cancellations to Front Desk, social media & regular class participants as necessary.
 - Report monthly numbers and trends to Member Engagement Director.
 - Manage monthly sign-in sheets. Complete class attendance document monthly and turn in to Member Engagement Coordinator to distribute to Leadership Team.
9. Promotes the Fit & Form program with members & non-members. Coordinate changes & updates to staff via the guidance of the Member Engagement Director.
10. Oversee Wellness Coaches, maintain coaches' schedules, manage workouts that coaches put out in Wellness Center, guide coaches through health & wellness challenges.
11. Oversee health & wellness challenges and events under the guidance of the Member Engagement Director.
12. Performs other duties as assigned within the Wellness department & programs.

LEADERSHIP COMPETENCIES:

- Communication
- Developing Self & Others
- Inclusion

QUALIFICATIONS:

- At least one year of experience developing positive, authentic relationships with people from different backgrounds.
- CPR, First Aid, and AED certifications, Bloodborne Pathogens and Child Abuse Prevention training required within 30 days of hire.
- Training as a Wellness Coach within 30 days of employment
- Experience overseeing & supervising people preferred

- Experience in the Health & Wellness realm- group exercise or personal training preferred

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.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- Able demonstrate proper techniques on equipment & in basic exercises.

The Y: We're for youth development, healthy living, and social responsibility.

Job Types: Part-time

Hourly: \$15-\$17/hr

Supervision:

The Wellness Coordinator directly oversees: Group Exercise Instructors, Wellness Coaches, Fit & Form coaches