

YMCA OF VINCENNES
Job Description



Position: Program Coordinator, Wellness

Reports To: CEO

Function:

Provides leadership to Wellness Department. Responsibilities include staff supervision, operation of wellness area, program development, leading community wellness initiatives, strategic planning, special events and budget control. Ensures excellent service in all areas of healthy lifestyles within the realm of the Y mission.

Qualifications:

Four years related experience in exercise science, physical education or equivalent. Requires experience in fitness instruction and personal training, staff leadership, program development and community collaboration. Must have excellent organizational skills, computer skills, attention to detail and the ability to communicate with a diverse audience.

Major Job Activities:

1. Ensures excellent member service and engagement in all areas of adult wellness.
2. Responsible for the daily operation of the adult wellness area.
3. Effectively researches, develops and leads wellness programs, activities and events.
4. Develops and leads group exercise programs and staff.
5. Effectively recruits, trains, develops and leads staff and volunteers including group exercise, personal training and wellness programs.
6. Maintains accurate staff records, including certifications.
7. Sets annual goals for department, in accordance with the Y's strategic plan.
8. Assists in the timely and effective marketing and promotion of department activities.
9. Maintains program records and reports. Monitors and evaluates the effectiveness of and participation in programs. Uses feedback and surveys to improve department.
10. Develops effective relationships with service groups, community organizations and companies to increase awareness of the YMCA mission.
11. Develops and manages budgets and financial practices to meet department goals.
12. Leads community health and wellness initiatives in accordance with the Y's strategic plan.
13. Ensures that program areas, equipment and supplies are maintained in a safe, orderly and engaging manner.
14. Serves as liaison to Board committee to further healthy living in the community.
15. Provides staff support to the annual fundraising campaign.
16. Communicates in an effective and timely manner to all.
17. Complies with all YMCA standards and safety procedures.
18. Supports CEO and other departments with special events, activities and projects.
19. Fulfills any functions designated by the CEO for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.
20. Upholds all YMCA policies, procedures, standards and code of conduct.

Effect on End Result:

This position ensures quality, growth and financial soundness of YMCA programs to fully support the YMCA mission.

I understand and accept that the above description represents my agreement as to the job to be performed.

Signature _____

Date _____