



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION - STAUNTON-AUGUSTA FAMILY YMCA

Job Title: **Healthy Living Coordinator**
FLSA Status: Full-time, Non-exempt
Reports to: Fitness Director

Job Code: Hourly
Job Grade: \$13.00 - \$16.00/hr.
Revision Date: April 2019

POSITION SUMMARY:

The primary work of this position will focus on developing, implementing, supervising and evaluating year-round opportunities that equip all ages to learn, thrive, connect and contribute throughout their healthy living journeys.

ESSENTIAL FUNCTIONS:

1. Responsible for recruiting, hiring, training, supervising, and scheduling of the Wellness Center Staff and volunteers while maintaining focus on the Staunton-Augusta YMCA mission, safety, and cleanliness of the wellness areas.
2. Works in the direct supervision and leadership of healthy living staff including attendants and instructors.
3. Maintains program participant and volunteer schedules and files.
4. Assessing the needs in the Wellness Center for daily operations such as towel supply, bottle supply for cleaning, detergent and sanitizing supply.
5. Position is responsible for running classes, appointments, orientations and fitness classes. Will also supervise and schedule instructors and trainers of these classes.
6. Assessing equipment needs by walking the fitness floor daily and inspecting equipment in need of repair and advising maintenance director of needs.
7. Coordinates employee and volunteer orientation, development and recognition program(s).
8. Assists the Fitness Director in providing a positive experience for our members.
9. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
10. Helps organize special events. Assists in YMCA fund raising activities.

YMCA COMPETENCIES (Team Leader):

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.

QUALIFICATIONS:

1. Associate's degree in related field or equivalent preferred.
2. One to two years related experience preferred, as a coordinator of people or activities.
3. Ability to use typical business software, office machines, etc.
4. Understanding of the role of volunteerism and fitness programs within the YMCA.
5. CPR and First Aid training. Must obtain personal training certificate within 90 days of hire and Group Fitness certificate within 6 months of hire.