

Group Exercise Coordinator

Position Summary

Under the supervision of the Director of Healthy Living, the Group Exercise Coordinator is responsible for managing and developing all group exercise classes and programming; ensuring quality while maintaining safety standards that meet the association guidelines, mission, and goals. The coordinator is responsible for training, supervising and scheduling of group exercise instructors. The coordinator may assist the Director of Healthy Living in hiring group exercise instructors.

Qualifications

- Associates degree in related field preferred or equivalent combination of education and experience.
- Ability to communicate with, understand, and assist our health seeker population.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Basic math, personal computer skills and experience with standard business software.
- Ability to respond to safety and emergency situations.
- Ability to build genuine relationships with participants and maintain a welcoming environment with people from all walks of life.
- Versatility, flexibility, and a willingness to work enthusiastically within constantly changing priorities
- Must be able to maintain confidentiality.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Must have effective conflict resolution skills.
- Ability to attend required trainings and meets outside of regular work schedule.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Current CPR/AED certification or ability to become certified within first 60 days.

Essential Functions

- Supervises, develops and trains group exercise instructors.
- Capacity to teach and/or substitute teach group exercise and/or yoga classes as needed.
- Ensures that group exercise instructors have the tools, training, and resources needed to accomplish their objectives in class/program production, member engagement, and education.
- Implements character development and the values of Caring, Honesty, Respect and Responsibility in all programs and activities.
- Implements strategies resulting in increased retention and quality programming.
- Meets revenue and expense goals as outlined in annual budget, as directed by the Director of Healthy Living.
- Prepares statistical, analytical, and narrative reports regarding programs as needed.
- Monitors participants for safe exercising technique and recommends correct positions and body alignment to prevent injuries.
- Uses Listen First skills effectively with staff, volunteers and participants

- Learns member's names and uses them frequently.
- Introduces members to other members and staff.
- Conveys basic knowledge of all program areas to members and participants and refers members as appropriate to Y program staff or staff member.
- Promotes the Y mission and cause in all interactions.
- Connects members with other members with similar wants, needs, and interests to create small communities inside and outside of the Y.
- Validates proper operation of all fitness equipment and takes measures to ensure that all pieces are working.
- Ensures all equipment is cleaned after each program.
- Performs routine locker-room checks to collect towels and ensure safety and cleanliness.
- Responds to emergency situations according to Y practice and policy.

Work Conditions and 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 thrive in an environment with the unique challenges of a non-profit community service organization.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position may require bending, leaning, kneeling.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry food and supplies weighing up to 50 pounds.
- Long periods of viewing data on a computer and/or on paper.

Full Time - Non-exempt - 35 Hrs

Benefits: health, dental, life coverage.

Salary: \$13.50-\$17/hour

Open until filled

Email cover letter and resume to mwilliams@wooddriverymca.org