

Director of Healthy Living

Position Summary:

Under the supervision of the CEO, the Director of Healthy Living oversees the Healthy Living Department, including management of programs, exercise facilities, volunteer and staff development, and financial management of the department. The Director assists in providing team leadership within the association.

Qualifications:

- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Must have strong interpersonal, human relations and customer service skills.
- Must have strong listening skills, coaching, and an ability to put people and relationships first.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be able to work autonomously within the Y's core values of Caring, Honesty, Respect and Responsibility.
- Must have an understanding of healthy living including exercise, nutrition, and wellbeing.
- Must have a thorough understanding of group and individual exercise, including fitness equipment, group instruction, and personal training.
- Must have excellent written and oral communication skills.
- Must have effective conflict resolution skills and ability to maintain confidentiality.
- Ability to respond to safety and emergency situations.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Excellent personal computer skills.
- Skill in developing staff schedules, fiscal management, budgeting, human relations, and staff supervision.
- Bachelor's Degree in related field or equivalent experience.
- Experience with the Y preferred, but not required.
- Ability to attend trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Current CPR/AED certification or ability to become certified within first 60 days.

Essential Functions:

Staffing

- Oversees Health Center staffing, including supervising the Fitness Coordinator and supporting the Fitness Coordinator in scheduling and training the Health Center staff.
- Oversees Group Exercise staffing, including supervising the Group Exercise Coordinator and supporting the Group Exercise Coordinator in scheduling classes including, but not limited to, yoga, cycling, pilates, aerobic classes, and Chronic Disease programs.

Budget

- Develops and manages the department budget.
- Manages the department's exercise equipment and supply purchases, including proposals for capital equipment purchases within the board-approved budget.
- Manages department wages according to board-approved budget.
- Manages revenue for programs and contracted services within the department, including contracted personal trainers.

Program

- Oversees all aspects of Healthy Living programs and services within branch in accordance with Y-USA and association guidelines including yoga, cycling, Pilates, aerobic classes, Chronic Disease programs, and independent exercise or personal training within a Health Center environment.
- Promotes department programs and events, including recruitment and flyer marketing.
- Creates a member-first culture and models relationship-building skills (including Listen First) in all interactions. Fosters a climate of innovation and resolves problems to ensure member satisfaction.
- Develops new programs to help improve individual and community health.
- Operates Chronic Disease program, including recruiting/training instructors, data collection and reporting, community outreach and collaboration.

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.
- Ability to work in excess of a 40-hour week with irregular work hours.
- 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.

Benefits: health, dental, life coverage, 8% retirement (5% Y, 3% staff contribution), generous PTO schedule

Salary \$40,000-48,000

Open Until Filled

Email cover letter, resume, and application to jshearer@wooddriverymca.org