

## Health & Wellness Coordinator

### **Position Summary**

Under the supervision of the Director of Healthy Living. This individual will work closely with the Healthy Living Director to develop and maintain organized fitness floor function. The Health and Wellness coordinator should have an interest in community health and group exercise. The coordinator will ensure quality health and wellness programs while maintaining the associations guidelines, missions and goals.

### **Qualifications**

- Must be 18 years of age or older. Ability to communicate with, understand and assist our health seeker population.
- Must have good interpersonal communication 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.
- Versatility, flexibility, and a willingness to work enthusiastically with constantly changing priorities.
- Must be able to maintain confidentiality.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Current CRP/AED certification or ability to attend training and become certified within the first 60 days.
- Experience working in a community health setting preferred.

### **Essential Functions**

- Learn member's names and use them frequently.
- Ability to build genuine relationships with members and guests and maintain a welcoming environment with people from all walks of life.
- Ability to interact with the broad spectrum of member and staff diversity.
- Ability to analyze problems and solve them using good judgement and resourcefulness.
- Effective conflict resolution skills.
- Must be able to engage strangers in conversations and make all people feel welcome.
- Promotes the Y mission and cause in all interactions.
- Ability to learn and follow cleaning protocols, safety protocols and gym equipment operational guidelines.
- Ability to learn about group exercise programs, chronic disease programs and be able to discuss and recommend to members.
- Record all accident/incident reports and immediately notify supervisor.
- Positively enforce all YMCA policies using good judgement and tact.
- Conduct member orientations on cardio and strength equipment. Ability to show members how to use equipment and recognize when to turn member over to a Personal Trainer.
- Demonstrate a strong work ethic and positive attitude.

- Ability to diffuse situations or conflict.
- Option to become certified to teach group exercise classes.

### **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.
- Arrive and be ready to work at your scheduled shift time
- 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 or sit for periods of time.
- Position may require bending, kneeling, and lifting.
- Must be able to lift and/or carry equipment and supplies weighing up to 50 pounds.
- Ability to speak concisely and effectively communicate needs.
- Short periods of viewing data on a computer and/or paper.

**Email completed application and resume to:**

**Aspen Saren**

**[asaren@woodriverymca.org](mailto:asaren@woodriverymca.org)**

**Questions? (208) 928-6703**