

## **Health and Wellness Coordinator Position Summary (Full-time)**

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 must have an interest in community health and group exercise. The coordinator will also instruct quality fitness programs while maintaining the association's 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 teaching and or facilitating groups of people, preferably in a group fitness setting.
- Knowledge of appropriate guidelines for exercise.
- Ability to obtain group fitness exercise instructor certification and other applicable certifications.
- Bachelor's degree preferred.

### **Essential Functions**

Fitness Floor Operations 60%

- Learn member's names and use them frequently.
- Conduct member orientations and Iron Teen orientations on cardio and strength equipment.
- Ability to show members how to use equipment and recognize when to turn members over to a Personal Trainer.
- Ability to build genuine relationships with members and guests and maintain a welcoming environment with people from all walks of life.
- Record all accident/incident reports and immediately notify the supervisor.
- Must be able to engage strangers in conversations and make all people feel welcome.
- Promotes the Y mission and cause in all interactions.

- Learn and follow cleaning protocols, safety protocols and gym equipment operational guidelines.
- Learn about group exercise programs, chronic disease programs and be able to discuss and recommend to members.
- Assist Healthy Living Director with equipment maintenance.
- Positively enforce all YMCA policies using good judgment and tact.
- Demonstrate a strong work ethic and positive attitude with members and coworkers.
- Be able to diffuse tense or difficult situations when conflicts arise using good judgment and resourcefulness .

#### Group Exercise Instruction 20%

- Teach 2-3 group exercise classes a week. Class type can depend on individual interest and schedule need.
- Meet with members and be able to recommend them to the appropriate fitness class and program.
- Must use good judgment and awareness to best support class participants' needs.
- Nurtures and encourages program participants regularly and gives appropriate positive feedback.
- Conducts and organizes fun classes by: beginning and ending on time, welcoming new participants (introduce to class), knowing participants names, and adhering to class format.
- Teaches to various fitness levels simultaneously and is able to provide modifications for all abilities.
- Monitor participants for proper positioning and intensity levels and be able to explain or demonstrate the correct and safe way to perform all exercises by applying appropriate policies and procedures.

#### Health and Wellness Program Coordination 20%

- Provide support, instruction and coordination for the department's programs as assigned by the Healthy Living Director
- Help support and nurture professional partnerships and relationships with partner organizations
- Research current programmatic offerings at other YMCA's and fitness facilities
- Stay up to date with group exercise best practices and guidelines
- Work with Healthy Living Director to design new programs that address community and member health needs

#### **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.

- Must be able to work weekend and evening shifts.
- 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**

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