



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ATHENS-MCMINN FAMILY YMCA – JOB DESCRIPTION

Job Title: **Director of Health & Wellness**

FLSA Status: Exempt

Reports to: CEO/Executive Director

Revision Date: 03/26/2018

Leadership Level: Multi-Team Leader

Primary Function/Department: Healthy Living,
Wellness Center, Child Watch

POSITION SUMMARY:

The new Director of Health and Wellness for the Athens-McMinn Family YMCA will assist in overseeing our growing Health and Fitness offerings and help ensure that our fitness programs and facilities continue to thrive and meet the needs of our membership and community. We are looking for someone who has grace and gumption: An organized problem-solver who cares deeply about fitness, wellness, nutrition, fitness and wellness center facilities, staff management and programming. The ideal candidate is basically awesome. More specifically, this is what awesome looks like to us: The ideal candidate can lead a team through inspiration, coaching and clearly communicated expectations. He or she has a strong work ethic and healthy work-life balance. Our future Senior Director of Health & Wellness will be committed to all aspects of the position: work within the framework of an annual budget; hire, train and supervise a strong staff team; and assist with the creation and implementation of meaningful programming, all while providing excellent customer service to our members and participants. The Y is all about community, making a positive difference in the lives of those we serve each day in our programs. Together, we can impact youth development, healthy living and social responsibility in McMinn County – and have fun while we are doing it.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates health, wellness and fitness programming, Child Watch programming, and facilities. Ensures high quality programs and establishes new programs and increased membership retention plans.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivates staff and achieve goals, while ensuring adequate training is delivered/completed in multiple methods.
3. Develops and controls department budgets related to the position so that resources are devoted to top priorities and strategic objectives.
4. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of the facility and fitness equipment and ensures the physical environment supports safety practices aligning with YMCA standards.
6. Provides staff leadership for annual fundraising campaign, committees and other Board functions as assigned.



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7. Maintains proper records/department files, including staff training hours as required by Human Resources.
8. Organizes and participates in Association special meetings and events.
9. Assists in the marketing development, marketing events, and distribution of program information working in collaboration with the Marketing department.
10. Compiles program statistics, including member surveys. Monitors and evaluates the effectiveness of and participation in program.
11. In coordination with the Maintenance Coordinator and the Executive director, provides overall coordination of facility maintenance, including planning and developing preventative maintenance.
12. Ensures the proper operation of all mechanical systems.
13. Coordinates repair work and projects in a timely manner. Oversees all contractors that work in the facility and grounds. May request and review bids, and recommend selection of contractors.
14. Other duties as assigned.

LEADERSHIP COMPETENCIES:

- Fiscal Management
- Innovation
- Program/Project Management

QUALIFICATIONS:

- Bachelor's degree in health sciences, wellness, nutrition, kinesiology, or related field of study required.
- Minimum age requirements of 21.
- Minimum three years' experience in health and fitness programs with a proven ability to manage programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Ability to work with a wide range of age groups, demographics, and have ability to collaborate well with a number of groups and individuals.
- Strong people skills and engaging personality and ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability and desire to embrace the mission of the YMCA.
- Lead by example in mission-driven customer service and the implementation of lifestyle choices.
- Proven track record of implementing quality and innovative programming in both content and delivery by staff.
- Technical equipment knowledge to meet performance expectations.
- Excellent written and verbal skills.

REQUIRED CERTIFICATIONS:

- CPR and First Aid certifications are required.
- Current certifications to teach CPR/FA/AED a plus.
- Current certifications to teach group exercise classes and personal train are required.

WORK ENVIRONMENT & 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.



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- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____