



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF MADISON COUNTY JOB DESCRIPTION

Job Title: **Wellness Coordinator**

Job Code/Grade: N/A

Branch: Pendleton

FSLA Status: Non Exempt

Reports to: Senior Program Director

Revision Date: 06/02/17

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### Position Summary:

This opening is for a wellness coordinator at the Pendleton YMCA. The Wellness Coordinator is responsible for implementing Association policies and procedures by supervising fitness and group exercise operations. This position is for 5-8pm throughout the week, up to 4 days (Monday – Thursday) with a minimum of 12 hours and a maximum of 20 hours per week. It will also require some basic front desk duties, such as, but not limited to, answering phone calls, checking members in, being able to answer membership inquires, and child watch during shift hours.

### Essential Functions:

- Schedule and manage a high performing staff focused on providing exceptional service and work well as a team.
- Develop strategies to provide support and motivation to staff for the achievement of goals and retention.
- Assist in reviewing and evaluating staff performance.
- Provide progressive customer service and sales training to all fitness and group exercise staff.
- Maintain staff retention through positive reinforcement and support.
- Clearly communicate and highly encourage all instructors and members to attend outside workshop and training opportunities.

### Minimum Requirements:

- Must be at least 18 years old, with a passion for wellness & helping others.
- Certification in Group Exercise required within first 30 days
- CPR & First Aid Certification required within first 30 days
- Nationally recognized Personal Training Certification preferred
- Availability to work within hours of 5-8pm Monday-Thursday
- Ability to use age-appropriate behavior management techniques according to YMCA guidelines.
- Previous YMCA experience preferred.
- Ability to stay organized, and multi task.
- Previous experience with Microsoft Office applications preferred.
- Warm and friendly personality and have the willingness to interact and play with children.
- Understands and accepts the YMCA's goals and values.
- Supervises Child Watch participants in order to ensure safety and provide caring, nurturing environment.
- Ability to adjust from sitting to standing with ease.
- Must be able to pass a criminal background check & drug test.

**The Y: We're for youth development, healthy living, and social responsibility.**