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| Job Title: | Healthy Living Coordinator - I |  |
| Location: | Family Center |  |  |
| FLSA Status: | Exempt | Job Grade:  | 6 |
| Reports to: | Branch Executive Director | Creation/Revision Date: | March 2023 |
| Leadership Level: | Team Leader | Primary Function/Department: | Operations- Healthy Living |
| Supervises: | Part Time Healthy Living Staff |

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| POSITION SUMMARY: |
| Under the direction of the Branch Executive Director, the **Healthy Living Coordinator - I** is responsible for day-to-day operations of all Group Fitness programming, daily operations of the Wellness Center, and developing and overseeing the Personal Training and Nutrition Coaching programs at the Southside Virginia Family YMCA. In addition, the Healthy Living Coordinator is responsible for keeping up to date on fitness related trends and the strategy for balancing trends, policies, and new ideas into Healthy Living Programs at the Y. This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility.  |
| 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. Model the YMCA core values: Caring, Honesty, Respect, Responsibility and Faith.
2. Ensure safe and risk-free environment at all times by following/creating processes and checklists accordingly while meeting the individual needs of the participants.
3. Assist Express/Association with Group Fitness related initiatives.
4. Hire, train, supervise, and evaluate Group Fitness Instructors, Personal Trainers, Nutrition Coaches, and Healthy Living Coaches; recommend wage adjustments; provide ongoing performance feedback.
5. Collaborate with Family Center Healthy Living Coordinators and Directors to ensure all centers are functioning as a unit.
6. Schedule staff and classes based on the needs of the Express Y and the Association.
7. Ensure equipment is safe, clean, and operable; ensure necessary repairs are made in timely manner via Work Order Processes.
8. Prepare and operate within the group fitness, personal training, nutrition coaching, and healthy living budgets at Express.
9. Monitor instructors’, trainers’, and coaches’ performance to ensure participation is at an optimum level, and if not take steps to correct and evaluate performance and participation.
10. Contact participants periodically in programs to assure their needs are being met and they are receiving quality service.
11. Understand, abide by, and enforce YMCA policies and procedures; explain positively and interpret policies to members and staff.
12. Retain records of Group Fitness Instructors, Personal Trainers, and Nutrition Coaches required certifications and CEC’s.
13. Conduct and attend ongoing staff meetings and training sessions.
14. Understand, develop, and provide member experience opportunities within the specialized amenities realm.
15. Work directly with Member Experience staff to continually focus on stellar member retention.
16. Supports and assists with Annual Campaign fundraising efforts.

 (All position functions are essential to the position.)

LEADERSHIP COMPETENCIES:

Position Leadership Level: Multi-Team Leader

1. **Engaging Community:** Builds bridges with others in the community

to ensure the Y’s work is community-focused and welcoming of all,

providing community benefit

1. **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
2. **Critical Thinking:** Makes informed decisions based on

logic, data, and sound judgment

1. **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
2. **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations-to-date knowledge and skills in technology

QUALIFICATIONS:

* Passion, enthusiasm, and commitment to the mission and cause of the YMCA.
* Superior supervisory skills and an enthusiastic personality with the ability to inspire and motivate staff, volunteers, members, and participants to create a culture of service within our Centers.
* Extensive knowledge in the health and wellness field in high volume settings and a proven leader with the ability to develop relationships and encourage relationship development.
* Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
* Must present a professional image and possess conflict resolution skills, and demonstrate sound judgment, initiative, versatility, and independent thinking.
* Must be highly organized with the ability to work under pressure and handle multiple tasks.
* Must be able to maintain confidentiality of information.
* Proficiency in Microsoft Word, Excel, PowerPoint, and other software programs, as well as the ability to use most office equipment is required.
* Ability to work a flexible schedule, including evenings and weekends.

PREFERRED QUALIFICATIONS:

* Minimum 18 years of age.
* High School Diploma required, Degree in Exercise Science or related field preferred.
* Nationally recognized certifications required.
* 1-2 years managing wellness programs preferred

CERTIFICATIONS:

**Required:**

* Before start of 1st shift: New Hire Orientation training
* Before start of first shift: First Aid, CPR/AED for the Professional Rescuer, and Emergency Oxygen
* All YMCA required E-learnings with 30 days of hire.

**All CECs and certifications are at the employee’s expense. The YMCA may not reimburse for these costs.**

WORK ENVIRONMENT:

* Safety First! Must know how to report and respond to abuse. Follow all safety policies and procedures.
* 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.
* 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 while maintaining alertness for several hours at a time.
* Ability to walk, stand, and sit (including on the floor) for long periods of time. Must be able to lift and/or assist up to 50 pounds in weight.
* Position may require bending, leaning, kneeling, walking, pushing, pulling.
* Ability to speak concisely and effectively communicate.
* Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
* The noise level in the work environment is usually moderate.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

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| **EMPLOYEE ACKNOWLEDGMENT:** |
| This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management. |

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| Employee Printed Name: |  | Employee Signature: |
|  |  |  |
| Date |  |  |

The YMCA of Central Virginia is committed to a policy of Equal Employment Opportunity for all of its employees and applicants. We actively seek and employ qualified persons in all job classifications and administer all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, age, national origin, disability, or any other basis prohibited under applicable law.