



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

### Wellness Director

Job Title: Wellness Director

FLSA Status: Exempt

Reports to: CEO/Executive Director

Revision Date:04/2019

#### POSITION SUMMARY:

Under the direction of the CEO/Executive Director, and consistent with the Christian mission of the YMCA, the Wellness Director is responsible for managing and developing the programs and services of the Wellness Center. The Wellness Director will organize and implement adult and teen wellness programs, special events, and group exercise programs.

#### ESSENTIAL FUNCTIONS:

- Hire, train, evaluate and supervise staff for the following areas: fitness floor, fitness center desk, group exercise classes, personal training, senior adult programming and wellness entrance lobby. Ensure that they do their jobs adequately.
- Meet with all staff by work area on a regular basis to reiterate expectations, for in-house training, and to cover issues such as job performance, professionalism, and anything related to the YMCA and member services.
- Carry out all policies and procedures within the Fitness Center and related to membership.
- Ensure that members are served with the utmost care and concern
- Create new innovative programs and services for members and patrons. Evaluate services periodically. Follow YMCA guidelines toward safety and implementation of programs. Most programs will serve teens to seniors.
- Make weekly staff schedule and monthly group exercise schedule and post in a timely manner.
- Manage the ActivTrax and StayHealthy kiosks and software. Train staff on the software.
- Maintain facility areas in a neat attractive order. Assign departmental staff to housekeeping duties for all wellness center areas on a daily basis.
- In conjunction with the Maintenance Director, service departmental exercise equipment and other fitness center hardware on a daily basis. Keep all equipment safe and operational.
- In conjunction with the Marketing Director, promote or market services and membership on an ongoing basis via newsletters, newspapers, brochures, web-site, etc. while regularly visiting corporate partners.
- Report in a timely manner to the Executive Director any problems, issues, or departmental concerns that may occur from time to time.
- Budget income vs. expenses to meet financial goals and prepare check requests and timecards in a timely manner.
- Supervise or relate to a designated committee (membership committee) and conduct all regular duties and preparations to support and guide committee work.
- Provide for a strong professional image in appearance, uniform and conduct of staff.

Childers Family YMCA 1634  
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- Ensure the security of the facility at the end of the day and that only fitness center members and authorized guests use the facility.
- Teach group fitness classes and provide personal training as needed.

## YMCA COMPETENCIES

Mission Advancement: The Wellness Director shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time, and the overall image and perception of the work area is good and well liked which will relate to increased members and retention.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## QUALIFICATIONS:

- The incumbent must bring to the position a bachelor's degree or higher in Exercise Science or a related field with fitness emphasis.
- Two years or more experience in a related, supervisory position.
- Candidates must obtain CPR/AED training within 1 month of hire if not already certified.
- National certification in Group Fitness through ACE or AFAA. Other agencies will be considered.

The incumbent must be able to organize programs, supervise staff, and maintain facilities. Motivation, a positive Christian attitude, exemplifying the YMCA character traits: caring, honest, respect, responsibility & faith, and being a team member is essential. Once employed, the Wellness Director must successfully complete the YMCA's New Employee Orientation.

## Physical Demands:

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations

## Salary:

\$30,000 - \$35,000

## Additional Compensation Details:

Retirement contribution at 12% (employer paid - after eligibility period has been met), PTO plan, health plan and other benefits per personnel policy included.