

YMCA of Greater High Point Job Description

Position Description:	Department Head	Branch:	Grubb Family YMCA
Job Title:	Wellness Director	Position Code:	Exempt
Incumbent:		Date:	
Reports to:	Branch Director		

General Function:

Under the general supervision of the Branch Director, the Wellness Director will manage the fitness department, administer the fitness related policies and programs, administer all strategies to achieve member relationship development, marketing, membership sales and retention. Management includes hiring/firing, supervising, organization, policy recommendations, program evaluations and general organization of the department. Management style and code of conduct must be consistent with the Christian Mission of the YMCA.

Qualifications:

Position requires ability to exercise discretion and independent judgment involving the comparison and the evaluation of possible courses of conduct and decision-making after possibilities have been considered. The incumbent must possess a minimum of a Bachelor's degree with a major in exercise science /or related field. Background should include experience in the areas of adult and youth physical fitness testing, aerobics, and cycling. The incumbent should possess good public relations skills and the initiative to implement the public relations plan. He/she must be able to recruit, select, train and supervise volunteers and paid staff of selected programs. The incumbent must have a working knowledge of the total budget and the ability to write annual department budget. Position requires creative initiative to expand existing programs.

Must adhere to the mission and purpose of the YMCA of the USA. He/she must present a professional image and have excellent written, oral and presentation skills. He/she must have the know-how to manage the facilities, equipment, resources, programs, manpower, and schedule of the total department. Must demonstrate sound judgment, initiative and independent thinking. Incumbent must have current CPR, AED, and first aid, Group Exercise certification, and any other certifications that are required. This position is heavily weighted on the human relation side. Must supervise, direct, and guide all operations with a consciousness of the long and short-range goals of the branch and the association.

Essential Functions of the Job:

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Ability to observe staff effectiveness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Physical ability to operate emergency exits and perform emergency procedures.
- Ability to participate in activities and help all participants experience success.

Principle Activities:

- Plans, implements and promotes wellness, cycling, and group exercise programs designed to improve the health and fitness of the constituency for both youth and adults.
- Organizes, implements and evaluates special events

- Recruits, hires, trains and evaluates the staff in the operation of the co-ed fitness center, segregated fitness centers, group exercise, personal training, massage, nutrition and cycling programs.
- Oversees the physical fitness testing and body composition analysis.
- Leads classes as necessary to fill in or complete the schedule
- Supervises the operation of the fitness center, including equipment operations and cleanliness.
- Provides staff training, appraises performance, and recommends staff salary adjustments.
- Creates a program outline and schedule for the approval of his or her supervisor.
- Evaluates program using participant response cards and makes proposed changes to program committee.
- Develops and manages the annual budget for the assigned areas within approved budget guidelines.
- Keeps records essential for control, evaluation, and reporting, in particular those required for county health officials.
- Follow YMCA goals and mission to the community.
- Assures character development is implemented in all programs.
- Organizes press releases, brochures and other promotional literature for areas of responsibility.
- Oversee contracts on fitness equipment.
- Organizes and promotes the annual Healthy Kids Day events
- Work hours vary and nights/weekends are frequently

Effect on End Results

Further effectiveness of the incumbent will be measured by mutually agreed upon objectives.

Evaluations will be measured by:

- The development of a high volume of fitness programs under his/her direction.
- Programs are run in a safe environment.
- The development of a sound wellness program for the total membership of the branch.
- Large growth in the Fitness programs and development of new programs.
- Achievement of Corporate Goals and objectives, personal performance standards and a balanced budget.
- YMCA has high visibility in the community and YMCA Christian mission and objectives evident in all programs
- Morale, enthusiasm and effectiveness of employees/volunteers in assigned areas is at highest level.
- All fitness areas are clean, safe, and attractive.

We understand and mutually accept that the above job description and any supplement request is our agreement as to the job to be performed.

Supervisor

Supervisee