



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **GROUP EXERCISE COORDINATOR**

Leadership Level: Team Leader

Status: F/T

Reports to: Wellness Director

Pay Range: \$28,000-\$34,000

FLSA Status: Exempt

Department: Wellness

Location: Brooks Family YMCA

---

### POSITION SUMMARY:

Under the supervision of the Wellness Director or designated supervisor and in harmony with the mission and purpose of the established policies and goals of the Brooks Family YMCA, the Group Exercise Coordinator will assist in all aspects of the Group and Water Exercise programs to include hiring and supervision of Group Exercise Instructors, and scheduling Group Exercise classes to meet the needs and demands of the membership. This position will be responsible for leading and coaching their staff team in the delivery of an outstanding member experience. This position's time is split between instructing, personal training, and administrative work.

### ESSENTIAL FUNCTIONS:

1. Support the mission, vision and goals of the YMCA.
2. Promote a professional work environment through character development by modeling the values of caring, honesty, respect and responsibility.
3. Lead in a manner that advances our cause to strengthen the foundations of community through programs that focus on youth development, healthy living and social responsibility.
4. Assist in supervising, training and scheduling of group exercise staff.
5. Oversee the implementation of the daily operations of the Group Exercise program.
6. Work with the Wellness Director to execute Les Mills Launches when new releases are made.
7. Responsible for updating and maintaining the communication between staff and leadership.
8. Assist in planning and conducting staff meetings. Attend all staff meetings and trainings as scheduled.
9. Act as a leader in emergency situations. Report any accidents or incidents according to Emergency Action Plan. Ensure all members, guests, and program participants are in a safe environment and actively follow branch Emergency Action Plan).
10. Promote and participate in YMCA fundraising efforts to include Annual Support and United Way Campaigns.
11. Assist in organizing, planning, promoting and scheduling Group Exercise events and special programs.
12. Maintain knowledge of current trends and developments in the field of health, fitness and wellness programming.
13. Maintain group and water exercise attendance records. Communicate with the Wellness Director regarding any trends.
14. Carry out other related duties as deemed necessary by the Wellness Department and branch operations to ensure an excellent member experience.
15. Teach a specified number of classes per week, as agreed upon with the Wellness Director.

### SUPERVISORY RESPONSIBILITIES:

1. Carry out supervisory responsibilities in accordance with the YMCA's policies and applicable laws.
2. Responsibilities include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

**PIEDMONT FAMILY YMCA JOB DESCRIPTION FOR GROUP EXERCISE COORDINATOR**

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

**QUALIFICATIONS:**

1. Minimum of 21 years of age.
2. Minimum of 3 years' experience in related field; YMCA experience preferred.
3. Minimum of 2 years' supervisory experience.
4. Aerobics and Fitness Association of America (AFAA) or American Council on Exercise (ACE) certification required. American College of Sports Medicine (ACSM) or a YMCA certification preferred.
5. Nationally recognized group exercise certifications required; Les Mills certification(s) highly desired.
6. Certification of CPR/First Aid/AED/O2.
7. Complete and maintain required trainings to include but not limited to: New Employee Orientation, Bloodborne Pathogens, Child Abuse Prevention (CAP), and Sexual Harassment upon hire and annually thereafter.
8. Satisfactory completion of a criminal background check.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

1. The membership growth and retention plan for the branch is achieved.
2. A high degree of member satisfaction is achieved as measured by Daxko Engage surveys.
3. A positive image of the YMCA is portrayed to members, staff, volunteers and the community.
4. A pleasant and comfortable working environment is maintained for all staff.
5. Relationships are strengthened through intentional interactions.
6. The facility will be safe, clean and an enjoyable place as measured by Q Checks and Risk Management Audits.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_