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PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Wellness Director**
Leadership Level: Team Leader
Status: F/T
Reports to: Senior Wellness Director

Pay Range: \$50,000+
FLSA Status: Exempt
Department: Wellness
Revision Date: 11/8/22

POSITION SUMMARY:

Under the supervision of the Senior Wellness Director or designated supervisor and in harmony with the mission and purpose of the established policies and goals of the Piedmont YMCA. Responsible for providing excellent instruction, motivation, and support to YMCA members and program participants in the entire wellness area including the fitness center, group exercise classes and other areas.

The Brooks Family YMCA, a branch of the Piedmont Family YMCA association is currently seeking a highly motivated, mission-driven, team-oriented professional to lead the wellness department. The Brooks Family YMCA is a 79,000 square foot facility that features a wellness floor of roughly 9,000 square feet, three exercise studios, and a functional training area.

ESSENTIAL FUNCTIONS:

- Promote a professional work environment through character development by modeling the values of caring, honesty, respect and responsibility.
- Works closely with the Wellness Director on planning, executing, and instructing a variety of fitness and training programs to be fun, safe, and effective.
- Oversee the implementation of the daily operations of the Wellness Floor including equipment evaluations, maintenance of client information and scheduling for wellness/fitness area.
- Assist the Senior Wellness Director in creating, developing and maintaining community health programs.
- Coordinate member development through strong communication and special events by providing member involvement activities.
- Oversee and facilitate Fit Path Orientations.
- Act as a leader in emergency situations. Report any accidents or incidents according to Emergency Communication Action Plan.
- Ensure all wellness areas are clean, neat and equipment is in working order; recommends equipment changes and additions as needed.
- Assist in the hiring, training, supervision, and evaluation part-time staff, wellness coaches, and volunteers as programs dictate and budget guidelines allow.
- Maintain knowledge of current trends and developments in the field of health, fitness and wellness programming.
- Develop, implement and oversee all Health and Wellness Programs that reflect the community needs and maintain the YMCA's high standards of quality, safety and character development.
- Develop and implement annual budgets for health and wellness areas, and manage agreed upon budgets within operating guidelines.
- Responsible for program enrollment, retention, evaluation, payment records, and reporting of records to the Senior Wellness Director.

- Oversee all purchases and maintain department related supplies within budget guidelines and maintain a clean and safe wellness areas.
- Perform additional duties as assigned.

LEADERSHIP COMPETENCIES:

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

Building Relationships: Collaboration, Communication & Influence, Inclusion

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

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

QUALIFICATIONS:

- Minimum of 21 years of age.
- Minimum of 2 years’ experience in related field; YMCA experience preferred.
- Minimum of 1-year supervisory experience.
- 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.
- Certification of CPR/First Aid/AED/O2.
- Complete and maintain required trainings to include but not limited to: New Employee Orientation (NEO), Orientation to Healthy Living at the Y, upon hire and annually thereafter.
- Ability to work weekends and evenings.
- Effective leadership, communication and team management skills.
- Advanced computer skills with attention to detail.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands will include standing, walking up and down stairs frequently, bending down to clean equipment, lifting weights to re-rack. Should be able to lift up to 50 lbs.
- Candidates must be able to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name _____ Employee’s signature _____

Today’s date: _____