



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Wellness Coordinator
Leadership Level: Team Leader
Status: F/T
Reports to: SR. Wellness Director

Pay Range: \$45,000+
FLSA Status: Exempt
Department: Wellness
Revision Date: 10/18/24

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through Youth Development, Healthy Living, and Social Responsibility. This position shall manage day-to-day operations of personal training and the wellness floors at the Brooks Family YMCA.

The Brooks Family YMCA, a branch of the Piedmont Family YMCA association. 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

- Provides overall direction, administration, and management of a diversified wellness program including a robust personal training program, and 9,000+ square feet of wellness equipment floors.
- Benchmarks current trends and practices within the fields of fitness and wellness to implement innovative programming and services.
- Develops and implements program policies and operating procedures for the wellness floor and personal training programs.
- Conducts routine program evaluations and provides recommendations for improvements.
- Oversees the monthly management of payroll expenditures, line item expenses, and revenue generation. Responsible for inventory control, purchasing, invoicing, ordering, and receiving of wellness-related equipment and supplies.
- Oversees the planning, executing, hiring, and development of personal trainers and wellness attendants.
- Improves YMCA Member Onboarding through facilitation of Fit Path Orientations.
- Establishes preventative maintenance and cleaning procedures for wellness equipment.
- Performs 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

Required Experience

- Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university in Exercise Science, Kinesiology, or a related field.
- Demonstrated knowledge of national trends and best practices in wellness programming.
- One year of progressive management experience preferably in a wellness field.
 - Experience managing a comprehensive wellness program.

Preferred Certifications

- Fitness certification from nationally accredited organization (ACSM, ACE, AFFA, NSCA, NASM, USA Weightlifting, or other).
- Current American Red Cross CPR/AED and Standard First Aid certification, or ability to obtain within 60 days of employment.

Knowledge, Skills, and Abilities

- Ability to prepare clear and concise administrative reports.
- Ability to use a personal computer and applicable software systems.
- Ability to keep abreast of developments in the field/industry.
- Knowledge of principles and practices of wellness program management and equipment management.
- Ability to plan and coordinate the work of subordinate personnel
- Ability to supervise, evaluate, and counselor subordinate personnel.
- Ability to analyze wellness programs and evaluate their performance against established objectives.

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: _____