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## KANDIYOHI COUNTY AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Health and Wellness Director**

FLSA Status: Exempt

Reports to: Associate Executive Director

Revision Date: August 2017

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### POSITION SUMMARY:

This exempt salary position is responsible for the administration of high quality health and wellness programs. The Health and Wellness Director supervises staff and volunteers; develops and monitors programs; has fiscal accountability and also acts as a community liaison with community groups. In addition, s(he) supervises the YMCA Diabetes Prevention Program.

**POSITION REQUIREMENTS:** This position requires the ability to work with a wide variety of YMCA staff, volunteers, members and community leaders. This position requires a self-starter who can make significant contributions to YMCA programs, mission and values. A four-year degree in recreation, education, exercise science or related field is desired. Related Health and Wellness certifications (or equivalent) include: Certified Personal Trainer, YUSA Foundations of Strength and Conditioning/ACE equivalent, YUSA Foundations of Group Exercise Foundations/ACE Equivalent (to be obtained within 6 months).

### ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives (see detailed list below).
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed, including wellness coordinators, fitness instructors, personal trainers, and YDDP staff. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
  - a. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; reviewing and approving timesheets; appraising performance; rewarding and disciplining employees; monitoring and updating all required staff certifications; addressing complaints and resolving problems.
  - b. Hold regular staff meetings to keep staff updated on policy changes and other information related to the YMCA. Meet with coordinators weekly.
  - c. Assist with the training needs of the association for health and wellness certifications with eventual faculty certification training levels.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
  
8. Assists in YMCA fund raising activities and special events.

- a. Provides leadership and support to the annual fundraising campaign, and other volunteer committees as assigned.
  - b. Staff lead and manager for annual YMCA 5K Race, as well as other Health related events.
9. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
  10. Assists with Program Committee meetings
  11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

**YMCA COMPETENCIES (Team Leader):**

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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:**

1. Bachelor's degree in related field or equivalent.
2. One to two years related experience preferred.
3. Minimum age requirements of 21.
4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention, Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific certifications.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee must occasionally lift and/or move up to 30 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

I have read the Kandiyohi County Area Family YMCA job description and I fully understand and know what my responsibilities are in order to perform my job effectively.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_