



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Health and Wellness Director

Oversees the day-to-day operation of the Wellness Center, Personal Training and Wellness Programs.

### YMCA

Tri-County YMCA

### Location

Ferdinand IN 47532

### Job Description

The Health and Wellness Director is responsible for the daily operations of the wellness program delivery including the Wellness Center Floor, Personal Training program, Wellness Programming and Group Exercise Classes.

Responsibilities also include recruiting, training, evaluating, and supervising part-time staff and volunteers. In addition, the position will implement community wellness programs, engagement activities, incentive programs, and special events. Overall the position will ensure quality programs, member satisfaction, and efficient budget control.

### Qualifications

- Bachelor's degree and preferred two years related knowledge and experience that includes supervision, fiscal management, program development, staff and volunteer development.
- YMCA Group Exercise Instructor and Fitness Specialist certifications are preferred.
- YMCA Team Leader certification preferred.
- The demonstrated ability to communicate effectively and possess excellent interpersonal skills. Proven supervisory/management skills.
- The ability to demonstrate a friendly, courteous and professional manner when dealing with members and the ability to understand, articulate and enforce YMCA policies and procedures in a positive manner.
- Strong self-starter and initiator with a passion for service and relationship-building.

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131 E 16th Street  
Ferdinand IN 47532

Must be able to stand or sit for extended periods of time and not become distracted. Must be able to lift and carry items up to 50 pounds. Must be able to hear noises and distress signals. Must be able to see and use a computer. This work requires the following physical activities; climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors, and may require occasional travel.

### **Essential Functions**

- Directs and manages operations of the health, fitness, and physical education programs.
- Develops, manages and controls assigned department budgets.
- Hires, trains, and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership.
- Develops, produces and disseminates appropriate program and membership information for assigned areas.
- Maintains program areas and equipment in an orderly and safe manner, according to YMCA standards and guidelines.
- Provides data and reports as required for assigned programs.
- Plans and coordinates maintenance and repair of facilities and equipment as required.
- Discusses and promotes all YMCA programs. Motivates members and staff to long term participations.
- Attends staff meetings and trainings as required. Maintains current certifications.
- Improve professional growth through reading, workshops and other training experiences.
- Monitor registration and maintain class ratios.
- Administer and monitor program evaluations each session.
- Develop and foster good relationships with program participants and members.
- Uphold and exemplify the principles of the YMCA.
- Responsible for the adherence to all policies and procedures of the Tri-County YMCA

### **Required Certifications**

Current, accredited certifications like ACSM, NASM, or NSCA required, Additional certification in a specialty preferred ie. ACSM Exercise is Medicine Initiative, C.P.R./A.E.D., and first aid certification required