



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## HEALTH & WELLNESS DIRECTOR

Job Title: **Health & Wellness Director**  
FLSA Status: Full time, Exempt  
Reports to: Chief Executive Officer

Job Grade: 17  
Revision Date: 11/27/19  
Primary Department: Health/Wellness

### 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. Develops, organizes and implements high quality, member-focused YMCA Wellness programs.

### ESSENTIAL FUNCTIONS:

1. Management of operations of the Wellness Department. This includes must is not limited to: purchase/equipment requests; program evaluation; and program planning, scheduling, and development.
2. Recruit, train and develop, and evaluate all personal trainers and fitness instructors.
3. Serves as contact for all customer complaints and facility disturbance in designated wellness areas (i.e. free weight room, cardio deck, wellness room, etc.).
4. Attends bi weekly staff meetings.
5. Provide fitness initial equipment orientations.
6. Assists in the implementation of wellness special events.
7. Responsible for cleanliness of area and ensures area is free of obstructions.
8. Works in conjunction with the Marketing Director, providing advertising information and materials related to wellness programs.
9. Prepares the facilities for, plans in the preparation of, and aides in the administration of YMCA events.
10. Oversees Blood Pressure program and provides necessary reports.
11. Shall perform other duties as needed.

### SUPERVISES:

Wellness Coordinator  
Wellness Instructors  
Personal Trainers  
Healthy Heart Ambassadors

### 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.

Hastings Family YMCA  
1220 W. 18<sup>th</sup> St/1430 W. 16<sup>th</sup> St.  
Hastings, NE 68901  
P 402-463-3139

*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 Health, Recreation, Physical Education, Sports Management, or a related field, preferred.
2. A minimum of one-year' experience in a wellness or fitness related field.
3. Candidates must be able to communicate clearly with other directors, staff, and guests of the YMCA.
4. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
5. Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts of basic algebra and geometry.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**WORK ENVIRONMENT & 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

**SIGNATURE:**

I have reviewed and understand this job description.

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

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

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