



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Wellness Center Director
FLSA Status: Full Time / Exempt
Reports to: Senior Director of Member Wellness
Job Posting Date: March 2019

POSITION SUMMARY:

Under the supervision of the Senior Director of Member Wellness, the Wellness Center Director will supervise the Member Wellness Coordinator and Wellness Center Staff. The Wellness Center Director is responsible for the overall daily operation of the Wellness Center, ensuring growth in personal training, consistent member engagement, and a well maintained Wellness Center to ensure an overall excellent member experience. Must adhere to the Y's four core values at all times (caring, honesty, respect and responsibility).

ESSENTIAL FUNCTIONS:

1. Manages the general maintenance and cleanliness of the Wellness Center and the operation of its machines and exercise stations, ensuring that the Wellness Center and ancillary areas are the model of cleanliness and efficiency. Directs Wellness Center repairs for appropriate services. Oversees equipment maintenance, product orders and analyzes product specifics. Works directly with Senior Director of Member Wellness, and sales representatives on any new and existing equipment based on member feedback and request.
2. Supervises the Wellness Center Floor Staff and ensures that they are delivering high-quality service by interacting with members, developing relationships, and helping people attain their goals. Reviews and evaluates staff performance, and develops strategies to motivate staff to achieve their goals. Assists to ensure that program standards are met and safety and cleanliness procedures and policies are followed. Enforce appropriate training and up to date certification for staff.
3. Develop and assist Member Wellness Coordinator to maintain a Member Onboarding system for new members that will focus on member engagement. Meet or exceed personal training revenue goals with quality, certified Personal Trainers who regularly help members achieve their fitness and health goals.
4. Initiates the recruitment, employment, training and supervision of all Wellness Center Staff, assists scheduling Personal Training at the Osborn Home, and prepares payroll for the same.
5. Supervises, markets and promotes all Teen Fitness Camps (summer and vacation weeks).
6. Serves on Extended Management Team and other committees as assigned. Holds regular team meetings and attends all required staff meetings and trainings.
7. Keeps abreast of the fitness industry through self-study, research, conferences, workshops and visits to other facilities.
8. Supports and promotes the Annual Giving Campaign and encourages staff to do the same.

QUALIFICATIONS:

1. Bachelor's degree in Exercise Science/Physiology, Physical Education or related field from an accredited college/university is preferred.
2. Minimum of three years' supervisory experience working in the health & wellness field. Certifications in one of the following: ACE, AFAA, ACSM, NASM, and any National accredited certification, preferred.
3. CPR, AED, and First Aid certified. RTE training will be provided by the YMCA for Teen Fitness Camp and will be renewed every two years for Camp.
4. Must be at least 21 years of age.
5. Must have experience in the development of programs.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. Ability to work weekends and evenings when need be.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.