



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

Job Title: Healthy Living Coordinator
Reports to: Senior Director of Membership
Engagement and Healthy Living

Revision Date: 5/2023
Job Grade: 12

Department: Healthy Living

Leadership Level: Multi Team Leader

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living and social responsibility. This position will develop and supervise programs in the Healthy Living department, including group exercise, personal and small group training, and adult programs. Emphasis shall be on maintaining the highest quality of programming and services for our members.

OUR MISSION:

To put Christian principles into practice through programs that build healthy Spirit, Mind, and Body FOR ALL.

OUR VALUES:

Our core values are the Christian principles of Honesty, Caring, Respect and Responsibility.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

OUR FOCUS:

We strengthen our community by providing programs and services in our three primary areas of focus: Youth Development, Healthy Living and Social Responsibility.

ESSENTIAL FUNCTIONS:

1. Assist the Director in planning and implementing healthy living programs and initiatives.
2. Oversees certain aspects of the healthy living department: group exercise, chronic disease prevention, personal training and new areas that fall under the healthy living department programming.



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3. Create group exercise schedules.
4. Attend regular scheduled "Leadership Team" meetings.
5. Attend appropriate and required training classes offered by the Jackson YMCA.
6. Assist Director with maintenance of staff records in accordance with any and all regulatory agencies and the YMCA.
7. Completes payroll on a weekly basis for the Healthy Living Department.
8. Promote the "YMCA Story" with all involved in the program.
9. Maintain safe program areas, including indoor and outdoor areas, YMCA and non-YMCA facilities, and program related equipment.
10. Maintain accurate inventory all equipment related to the program.
11. Follow accident reporting procedures and policies.
12. Follow systems, practices, and training related to risk management and safety of participants and staff.
13. Holds staff accountable to established policy and procedures, ensuring all staff are trained appropriately and well equipped to fulfill the expectations and functions of their position.
14. Holds staff meetings and training opportunities on a regular basis.
15. Ability to establish and maintain collaborations with community organizations.
16. Communicates effectively with supervisor, staff, members, and participants in a clear, concise and positive manner while using Listen First skills.
17. Engages and builds relationships with members, staff, volunteers, and community partners.
18. Responds to member and community inquiries and complaints in a timely manner.
19. Understands and plays a supportive role in fundraising initiatives including the YMCA's annual Strong Communities campaign.
20. All other duties as assigned.

CORE LEADERSHIP COMPETENCIES:

- Mission Advancement
- Collaboration
- Inclusion
- Program and Project Management
- Fiscal Management

QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited college or university or equivalent work experience.



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- Capacity to acquire certifications in group exercise, personal training, and other certifications and or licenses as needed.
- Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Prefer knowledge of, and previous experience working with, diverse populations.
- Proven track record of developing authentic and deepened relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- Demonstrate personal commitment to healthy living and professionalism in both attitude and appearance.
- CPR and First Aid and YMCA Multi-Team Leader certifications will be required.

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.

- Flexible schedule to include some evenings, weekends, and Holidays.
- The employee needs sufficient strength, agility, and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit, reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SCHEDULE:

The work schedule for this position is set by the supervisor and the employee to successfully perform the essential functions of the job. This position requires both regularly scheduled office hours and varying work hours to perform the diverse duties of the job. Remote work may be required as assigned/approved by the supervisor.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____