



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Health & Wellness Director  
FLSA Status: Exempt  
Job Type: Full-Time  
Reports to: CEO  
Revision Date: 02/23/2024

---

### Summary/Objective

The Health and Wellness Director develops, organizes and implements high quality YMCA wellness programs for all ages and abilities. Leads all wellness department staff including group fitness instructors, personal trainers, lifestyle coaches, and fitness room staff. With the support of the CEO, Health and Wellness Coordinator, Facilities and Properties staff, and outside vendors, ensures proper fitness equipment maintenance, preventative maintenance, and replacement planning and inventory. Provides oversight of wellness department budget planning and management. Strives for a dedicated focus on creating the most positive experience for members possible.

### 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.

### Essential Functions

- Directs, develops, and supervises health and wellness programs to meet the needs of the community and fulfill YMCA objectives in health and wellness including but not limited to land and water.
- Recruits, hires, trains, develops schedules and leads wellness department team. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Responsibly ensures proper maintenance, timely repair, and preventative maintenance of fitness room equipment through working with the Health and Wellness Coordinator and the CEO as well as maintenance staff. Provides CEO with equipment replacement plans that align with industry standards.
- Develops, organizes and leads all aspects of EBHI (Evidence Based Health Initiatives) such as NDPP.
- Creates, organizes, leads, and monitors the employee wellness program.
- Participates as an active member of the leadership team and assists in YMCA fund raising activities and special projects as needed.
- Works with member services and marketing on registration, management and marketing of programs.

- Develops and maintains collaborative relationships with community organizations.
- Develops and monitors program budget and meet fiscal objectives.
- Coordinates use and monitors equipment and supply needs for track, fitness, and multi-purpose room.
- Models relationship-building skills in all interactions. Responds to all members and community inquires and complaints in timely manner.
- Monitors and evaluates the effectiveness of the participation in programs.
- Fosters an inclusive environment appreciative of differences in the workplace.  
Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity

### YMCA Competencies

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

### Supervisory Responsibility

This position will supervise the wellness floor staff, personal trainers, group fitness instructors, and a Health & Wellness Coordinator.

### Work Environment

This job operates in an exercise area that includes workout machines, weights, treadmills, and other fitness products. The Director will have an office space that includes a desk, chair, computer, and basic office supplies. The Director will have access to other computer and office equipment in the building.

### Physical Demands

Ability to conduct exercise and fitness classes, demonstrate proper exercises, and perform activities relating to fitness. Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting. Must be able to lift a minimum of 25 pounds.

The Director is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time exempt position. The Director will typically work weekdays between the hours of 8 a.m. and 5 p.m. There may be times that hours are extended or shifted based on the needs of members, guests, and the branch.

### **Travel**

Travel is primarily local during the business day, with minimal out-of-the-area and/or overnight travel.

### **Required Education and Experience**

- Bachelor's degree (or higher) in Kinesiology, Exercise Physiology, Health and Wellness, or other related fields of study.
- A minimum of 2 years of experience in personal training and/or group exercise instructing.
- Nationally accredited Personal Training Certification (ACE, AFAA, NETA, NSCF, ACSM, etc.).
- Demonstrated ability to lead an individual/class and motivate others to achieve their fitness goals.
- Demonstrated ability working with varying age groups and ability levels.
- Must have the physical, visual, and auditory ability to perform the essential functions of the job.
- CPR/AED and First Aid certifications required within 30 days of employment.
- Minimum of 2 year(s) prior experience supervising staff.
- Minimum of 2 year(s) setting and managing a departmental budget.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

### **Preferred Education and Experience**

- Formal training in specialty class instruction (e.g., Kettlebell, TRX, Yoga, Indoor Cycling, Pilates, etc.)

### **Additional Eligibility Qualifications**

Must be able to pass a background check.

### **EEO Statement**

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing

nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_