



Director of Healthy Living

Tom A. Finch Community YMCA

Title of Position: Director of Healthy Living
Reports to: Associate Executive Director
Classification: Exempt

The Director of Healthy Living provides leadership to all aspects of wellness and related functions. A key function of this role is to build strong, lasting relationships with members and employees that will build healthy lifestyles.

Primary Responsibility

The scope of responsibilities includes, but is not limited to:

- Directs the overall wellness operations, ensuring proper implementation of programs and activities.
- Hires, trains, and supervises all wellness staff which include coordinators, instructors, and trainers.
- Ensures all staff is current with required certifications.
- Establishes new programs and expands programming within the community.
- Maintains and purchases all equipment necessary to operate wellness programs.
- Works in conjunction with the Director of Marketing to develop and distribute marketing and registration materials for wellness.
- Evaluates the delivery, effectiveness and quality of wellness programs.
- Develops and monitors wellness budget; ensuring fiscal stability.
- Seeks and develops community collaborative opportunities.
- Explores and implements YMCA evidence based wellness programs.
- Serves on committees and task forces as assigned.

Qualifications

Education, Training and Experience

- Possess a bachelor's degree from a four-year college or university in exercise science, health, physical education or related field.
- Experience with staff and volunteer supervision, program marketing and delivery, fiscal management, public relations, community involvement.
- Currently possesses a group exercise, personal training, and CPR/First Aid/AED certification or will attain within 90 days from date of hire.

Knowledge, Attitude, Skills, and Habits

- Ability to articulate the YMCA mission.
- Proficiency in supervising and motivating subordinates.
- Commitment to excellence and high standards.
- Excellent written and oral communications skills.
- Basic competence in subordinates' duties and skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Ability to handle multiple projects and meet deadlines.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Ability to make timely and sound decisions using good judgment.
- Effective financial management skills.
- Ability to teach group exercise classes and offer personal training.

Physical Abilities

- May be required to stand or sit for extended periods of time while demonstrating manual dexterity in order to accurately work on the telephone, computer, and other equipment.
- Must possess auditory, verbal, and visual capabilities to adequately communicate by telephone and in person.
- Must be able to participate in and accomplish physical labor, and to lift 50 lbs.

Disclaimers

- Must complete successful criminal background check and drug screen.
- All the above duties and responsibilities are essential job functions subject to reasonable accommodation. The YMCA promotes an equal opportunity workplace that includes reasonable accommodation of otherwise qualified applicants and employees.
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by their supervisor. Job descriptions and duties may be modified when deemed appropriate by the Associate Executive Director or Chief Executive Officer.