



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Walla Walla YMCA Position Description

Job Title: Assistant Health and Wellness Director
Reports to: Health and Wellness Director

Open April 9, 2021 until filled
Full Time Non-Exempt

Position Summary:

The primary role of the Assistant Director is threefold: 1) to instruct individual members in use of the Wellness Center and Upstairs equipment, 2) oversee Wellness Center staff hiring, training and support and 3) help coordinate Wellness Center supplies and equipment. The Assistant Director assists in offering, scheduling, and supervising Y onsite and virtual health and wellness programs, and ensures compliance with policies and procedures. May provide Personal Training services for Y members as well.

Essential Functions:

1. Assists in providing supervision to Wellness Staff and Personal Trainers, while orienting, training and monitoring employee productivity and providing constructive feedback and coaching.
2. Ensures staff adherence to company policies and procedures.
3. Conducts energizing, fun, safe, and scientifically sound educational training sessions.
4. Builds effective relationships with members and other departments as to the benefits of the Y's health and wellness programs.
5. Maintains a safe, clean, well-organized and structured workout environment; coordinates supply ordering and equipment repairs as needed with Facilities.
6. Maintains working knowledge of health and wellness trends (e.g., Blue Zones Project and other national trends) to provide effective information and support to members, other department programs, community collaborations and Wellness staff.
7. Develops and implements new programs for integration with Y-wide goals; develops metrics for quantifiable assessment of programs and strategies that help the department meet goals.
8. Designs and implements adult and youth health and wellness programs in collaboration with other Y leadership. Provides timely communication regarding new program schedules and scheduling changes to leadership.
9. Ensures the accuracy and currency of Wellness staff education/renewal of certifications; submits to the Director on or before certifications expire.
10. Handles self in a professional manner; remains flexible and positive when working with member clients, staff and the public.
11. Serves as a community resource for sound scientifically-based programs that provide results in performance and injury prevention.
12. Performs other duties as assigned to meet the needs of the organization.

YMCA Competencies

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader, building collaborations based on trust and credibility to advance YMCA mission and goals.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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 Exercise Science, a related field or equivalent.
2. At least one NCCA Personal Training Certification required (NASM CPT, ISSA, ACE CPT, NSCA CSCS, ACSM, NETA, NFPT, NESTA, NCCPT, NCSF, IFPA, AAPTE, or CSCCa)
3. Must complete CPR/AED and First Aid Certifications within 30 days of hire.
4. Experience in program development and implementation, supervision of staff and volunteers, budget development and management and member service.
5. Must have strong verbal and written communication skills as well as administrative and organizational skills.
6. Previous experience with diverse populations. Ability to develop positive relationships with people across all demographics.
7. Ability to establish and maintain collaborations with community organizations.

PREFERRED

1. At least one year of experience as a personal trainer.
2. Additional Certifications in area of Exercise Science or related field.
3. YMCA Team Leader certification.

This position description does not include every duty required of the employee, but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.

The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.

Update: 4/2021