



Position: Wellness and Sports Director

Location: Twin Pike Family YMCA

Full Time

Wellness and Sports Director

The Wellness and Sports Director will be responsible for developing and administering all facets of current youth, family and fitness programs. In the sports department these responsibilities would include the development, organization and implementation of youth and adult sports programs. In the fitness department, the responsibilities would include member fitness orientations, fitness consultations, group exercise, personal training, and oversight of medically based wellness initiatives.

Under the direction of the Executive Director, the Wellness and Sports Director will be responsible for developing and administering all facets of current youth and family programs, fitness classes, and overseeing the Fitness Center. The staff person will be accountable for the administration of the department, program development and promotion, implementation and evaluation, staff scheduling and supervision, volunteer management and financial operation in accordance with the organization's goals, objectives and policies. The Wellness and Sports Director must understand their role in helping build relationships and continuing program development in our Missouri and Illinois service areas.

Qualifications

This position requires a BA/BS degree in recreation, physical education, exercise science, or related field, or its equivalent and 2-3 years previous experience with the YMCA or a similar agency, preferably managing multiple programs/services. Applicant must have basic programming skills with special emphasis on youth activities and volunteer recruitment. Experience in all or some of the following: youth/adult sports, health and wellness programming, staff management, and volunteer recruitment and management.

The ability to relate to all age groups is essential and specifically to the developmental needs of youth. Experience with volunteers, fiscal management, and program development is also important. The need exists to be current with community trends, highly motivated, mission-driven and a team player. Due to the diversity of responsibility, a high degree of organizational ability is needed. Strong skills are necessary in supervision, management, income production, expense control, public relations, promotion, communication skills, and record-keeping.



Essential Functions

- Assists in the development of department budgets. Administers and controls the designated budgets, including meeting income targets and expense control, in consultation with Executive Director.
- Recruits, selects, trains, supervises and evaluates paid and volunteer department staff.
- Interprets organizational goals, objectives and policies to the community and constituency.
- Evaluates programs and recommends changes based on compatibility with the organization's goals. Is responsible for the development of new program thrusts.
- Prepare reports as required.
- Update organization's program guide and web page according to timelines and facility guidelines.
- Shares responsibilities for supervision, public relations, planning and promotions as agreed, including assessment and expansion of programming.
- Shares responsibility for providing income through membership fees and special subsidies.
- Assists in Annual Fundraising Campaigns and other center and association activities as assigned.
- Directs and organizes department program activities compatible with the organization's goals.
- Provides direct leadership to specific programs as agreed upon with the Executive Director.
- Involved with other community groups in identifying and responding to community needs and issues.
- Manages directs and coordinates all fitness programming including member fitness orientations, fitness consultations, group exercise programming, personal training programming, medically based wellness programs, and branch-wide wellness initiatives.

Expands sports and fitness programs, and develops and maintains collaborative relationships with community organizations within the service area in accordance with strategic and operating plans.

Performs duties of fitness instructor and personal trainer as needed.

Required Certifications

BA/BS degree in recreation, physical education, exercise science, or related field, or its equivalent and 2-3 years previous

Personal Training Certification and/or Group Ex Certification. ACSM Certified Exercise Physiologist OR ACE Certified Medical Exercise Specialist (or must be obtained within 6 months of hire)

Experience with the YMCA or a similar agency is vital to the success in this position.

Salary \$30,000.00 - \$33,000.00