



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

YMCA of Greater Syracuse Job Posting

Job Title: Health & Wellness Director

FLSA: Exempt – Full-time

Work Schedule: 40 hours/week

Reports To: Associate Executive Director

Work Location: Southwest YMCA @ OCC

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Associate Executive Director, the Health & Wellness Director will provide direction, leadership, and oversight of various Health & Wellness programs to include group exercise, personal training, specialty adult fitness, member wellness initiatives, new member fitness integration, chronic disease programming, and fitness facility management in multiple areas. The Director is also responsible for managing the Southwest YMCA's Athletic Performance Program. The Director will be accountable for the implementation and administration of Health & Wellness program development, promotion and member retention, staff and volunteer supervision and development, fiscal management, financial development, and facilities management. Additionally, the Director will create, promote, and manage Youth Sports programming, and serve on Metro Wellness and Sports committees. The Director will play a pivotal role in the relationship between the YMCA and Onondaga Community College Association and is responsible for the growth of healthy lifestyle initiatives for members, students, faculty, and staff.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

Program Development, Promotion and Member Retention YMCA Duties

- Create, develop, and implement dynamic Health & Wellness and Sports programs that best utilize branch space and are responsive to member needs.
- Assist in the creation, development, and implementation of Athletic Performance Training programs for the community, and actively recruit local high school/college athletes and teams.
- Provides leadership to program development, staff development, and financial operations relating to areas of responsibility.
- Maintain multiple program areas to ensure that safety procedures are followed and that all programs comply with YMCA standards, regulations, and other applicable standards.
- Coordinate and schedule monthly equipment maintenance and repairs for more than 100 pieces of equipment in Fitness Center, Group Exercise Room and Multipurpose Room.
- Coordinate daily sanitation and preventative maintenance in Fitness Center, Group Exercise Room and Multipurpose Room.
- Monitors and evaluates the effectiveness of and participation in Health & Wellness programs.
- Compiles program statistics and provides data and reports as required for assigned programs.
- Provides leadership and support to the annual fundraising campaign to support the YMCA vision and mission.
- Develops and maintains effective working relationships within the staff, members, and volunteers and within the community.
- Assess the inclusion of the Y's mission, values and safety guidelines in all program areas. Understand and consistently administer the branch and association policies and procedures.
- Assist Corporate Wellness Coordinator with health screenings, metrics, and other programs.
- Assist Corporate Wellness in sports game planning, management, and execution for annual Corporate Games events.
- Request and monitor program space for availability, create contingency plans for changes in event schedules so as not to interrupt service to members.

- Monitor program success and retention in areas to include Personal Training, SOS Referral Programs, group exercise, and chronic disease programming.
- Input, manage, and run reports from CCC for all Wellness and Sports programs.
- Other duties as assigned by the Associate Executive Director.

Onondaga Community College Duties

- Assist Onondaga Community College (OCC) with on-campus general wellness initiatives.
- Responsible for annual reporting to OCC's Athletic Director.
- Attend OCC athletic functions to represent the YMCA.
- Manage the Applied Exercise Room facility, including scheduling Work Study students provided by OCC to monitor open supervised athlete time.
- Work with coaches to schedule year-round workouts for the 16 OCC teams, including open supervised athlete time, around OCC's Physical Education classes and YMCA group exercise classes in the Applied Exercise Room.
- Work with OCC's Athletic Trainer to monitor athlete injuries and assists with injury prevention.
- Notify OCC Athletics of individual athlete program attendance, team performance, aptitude, concerns.
- Build a student following with dynamic and relevant wellness programming, keeping up with current trends, and building relationships with OCC administrators, students, faculty, and staff.

Staff Development and Supervision

- Develop and implement a comprehensive staff development plan in the areas of responsibility.
- Recruit, develop, train, supervise, and evaluate Fitness Floor Staff, Group Exercise Instructors, Personal Trainers, Nutritionist, and Sports Instructors. Create a positive work environment.
- Train, develop and mentor a coaching staff for Athletic Performance Training utilizing safe, effective methods to increase performance.
- Mentor student-athletes and prospective student athletic training staff in healthy lifestyle principles, professionalism, safety, organization, and program development.
- Attend campus Work Study and Employment Fairs to facilitate our role as an "on-campus employer."
- Ensure high quality programs through innovative program development, evaluations, on-going training of staff and ensure all staff maintains their required certifications.
- Oversees the planning and implementation of departmental staff meetings focusing on service, safety relationship building and policies and procedures.

Financial Development

- Provides leadership to the YMCA of Greater Syracuse's Annual Campaign. Supports the Associate Executive Director with branch fundraising initiatives and the Annual Campaign to include staff, board, member, and community efforts.

Fiscal Management

- Develops, implements, manages, and controls program budgets in assigned areas. Achieves income and control expenses according to budget to insure high quality programs and standards in all department. Prepare monthly reports and analysis as required by the Associate Executive Director.

Collaborative Relationships

- Represent and promote the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops and maintains collaborative relationships with community agencies in service deliver areas.
- Represent Southwest on a metro level to include the committees for Sports, Health & Wellness, and Employee Wellness.
- Represent the YMCA on Onondaga's Employee Wellness Committee.

Volunteer Development

- Assists in the recruitment and development of program volunteers.

Association Duties

- Serve as a vital and contributing member of the Y management team and supports the overall objectives of the Y.
- Holds monthly staff meetings, and attends all mandatory management meetings.
- Maintains current certifications and actively pursues training and learning opportunities and certifications relating to or required of the position.
- Provides staff leadership for the annual campaign.
- Assures own professional development.
- Exemplifies core values of the YMCA caring, honesty, respect and responsibility in all aspect of his/her job performance and relationships with others.

Experience and Education:

- Bachelor's or 4-year degree related field or equivalent.
- NSCA CSCS or equivalent certification preferred
- Health and Fitness related certification preferred (TRX, Group Exercise Ect...)
- Minimum of two-year commensurate experience, in a supervisory/management position.
- Completion of YMCA program-specific certifications.

Qualifications:

- Competencies in development and fiscal management of Health & Wellness programs, to include group exercise, personal training, sports conditioning, member wellness initiatives, new member fitness integration, chronic disease programming, and management of equipment.
- Proven record of accomplishments building program participation and relationships with members, participants and volunteers.
- Proven competencies in administration, supervision, program development and fiscal management of department budget.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- Must be computer proficient using Microsoft Office software programs and previous experience with database software programs.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and creative thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Demonstrates a sincere desire to improve the Health & Wellness of YMCA members and Health & Wellness program participants.
- Ability to make independent decisions, and determine the appropriate course of action.
- Passionate commitment to the Y's mission, member relations, and the Y's core values.
- Maintains confidentiality with regard to all confidential matters of the association.
- Ability to think both conceptually and from a task-oriented approach.
- Ability to respond respectfully and accurately to questions and/or concerns from staff, volunteers, donors, business and community contacts.
- Complies with all applicable compliance and safety regulations and directives.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Hold CPR, AED, and First Aid certifications or successfully complete no later than 30-days after employment begins.
- Must complete YMCA Youth Protection training within the first 60-days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.

YMCA Competencies (Team Leader):

- Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
- Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

Effect on End Results:

1. Development and implementation of high quality programs that serve the needs of the community demonstrating the Y's areas of focus; Youth Development, Healthy Living and Social Responsibility.
2. Development of a strong, effective, and highly motivated staff team.
3. Sound fiscal operations including income production and expense control.
4. Retention and development of favorable community relations and perceptions of the YMCA.

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5. Quality and responsive support to association initiative leaders.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 50 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required distance, peripheral, depth perception, and ability to adjust focus.

Work Environment:

Work is normally performed in a typical office environment; however, some activities are conducted in a variety of indoor and outdoor location dependent on the program. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average.

Americans with Disabilities Specifications:

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.

How to Apply:

Interested candidates should respond to Jack Korzyp, Associate Executive Director at (315) 498-2873 or email their application to jkorzyp@syracuseymca.org or Paulette Rust, Director Human Resources at (315) 474-6851, ext. 311 or email their application to prust@syracuseymca.org, no later than October 13, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.