



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Healthy Living Coordinator – Focus EBHI and Active & Ageless**

FLSA Status: Part-Time Non-exempt

Reports to: Healthy Living Director

Revision Date: July 2024

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### **POSITION SUMMARY:**

Under the direction and supervision of the Healthy Living Director, the Healthy Living Coordinator shall be responsible for: Implementing, managing, instructing and maintaining evidence-based (EBHI) programs such as LIVESTRONG, Brain & Body, Enhanced Fitness, Active and Ageless...etc.; assisting in YMCA workplace wellness programs for YMCA, and working to further position the Y as a leader in community health and well-being. Responsible for modeling the values of caring, honesty, respect, and responsibility.

### **ESSENTIAL FUNCTIONS:**

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions. Provides leadership and supervision to staff and programs, including but not limited to center staff, and programs of partner organizations..
2. Research, organize, implement, and evaluate systems and best practices in areas such as: Healthy Living Department, member engagement, follow-up procedures, and overall staff and program quality. Build effective and authentic relationships with members, staff, and partners. Respond to all member, staff, and partner inquiries and complaints in a timely manner and work to resolve problems to ensure member/staff/partner satisfaction and promote customer service.
3. Appraise Health and Well-being program offerings; after authorization from the Healthy Living Director, add new program activities (while dropping others when appropriate) and expand programs within the community in accordance with strategic and operating plans. Maintain accurate records, databases, documenting activities, trends, and participation levels for all EBHI programs.
4. Maintain current working knowledge of wellness trends by reading published industry specific information, attending continuing education classes, and seminars when feasible. Answer questions from members to support them in achieving their goals related to healthy living.
5. Perform community presentations and attend expos/events to promote our EBHI, workplace wellness programs and healthy living. Assist Healthy Living Director with fundraising initiatives related to the Healthy Living department.
6. Perform all other duties as assigned by the Health and Wellness Director.

### **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 tailor's communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

YMCA JOB DESCRIPTION FOR HEALTH AND WELL-BEING COORDINATOR

**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.

**QUALIFICATIONS:**

1. Must be able to communicate, organize, work effectively (independently and in a team) and model the YMCA philosophies.
2. Completion of any EBHI Certifications for any programs we operate is required.
3. Typical requirements within 30 days of hire include the completion of: Child Abuse Prevention for Supervisory Staff; CPR/First Aid/AED; Bloodborne Pathogens.
4. Must be accessible and responsive to the needs and concerns of management, employees, and members. Furthermore, must exhibit strong customer service, listening, and problem-solving skills.
5. Must be able to travel to and from various locations as some work may be completed in off-site locations and settings. The frequent use of other computers and office equipment is also expected.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community is necessary.

**PHYSICAL DEMANDS**

Physical Activity / Working Conditions (Identify the frequency with which each function is performed)									
N - Not Performed		O - Occasionally 1-33%			F - Frequently 34-66%			C - Continuously 67-100%	
Function	N	O	F	C	Function	N	O	F	C
Sit			x		Squat/Crouch		x		
Stand			x		Climb Stairs		x		
Walk			x		Lift/Carry over 50 lbs.		x		
Run		x			Push over 50 lbs.		x		
Kneel			x		Reach over head			x	
Bend/Stoop			x		Keyboard/Typing			x	
Operate Machinery		x			Look at a computer screen			x	
Lift/Carry 1 – 10 lb.			x		Exposure to Gas/Fumes		x		
Lift/Carry 10 – 20 lb.			x		Exposure to Dust		x		
Lift/Carry 20 – 30 lb.		x			Work with Chemicals		x		
Lift/Carry 30 – 40 lb.		x							
Lift/Carry 40 – 50 lb.		x							

**CUSTOMER SERVICE STATEMENT:** Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

**AFFIRMATIVE ACTION POLICY STATEMENT:**

The YMCA of the Chippewa Valley is committed to providing equal employment opportunity to all persons in all terms, conditions, and privileges of employment. The YMCA does not discriminate in employment based on race, creed, religion, sex, color, sexual orientation, national origin or ancestry, age, disability, marital status, arrest and conviction record, or any other characteristic or classification protected by federal, state or local law.

**DISCLAIMER:**

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I acknowledge that I am able to perform all essential functions without special assistance. I understand that duties, responsibilities, and activities may change and/or new ones may be assigned at any time with little or no notice.

I understand and mutually accept that the Position Description is not a contractual agreement.

**SIGNATURES:**

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

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_