



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Health and Wellness Director 2
Director
Salary: \$48,500 - \$52,500 per year
YMCA
FLSA: Exempt – Full-time

Reports To: Executive
Work Location: Soundview Family
Work Schedule: Days, Nights and some Weekends

A Career with a Cause: At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary: This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Health and Wellness Director at the Central Connecticut Coast YMCA is responsible for the success of all aspects of the Health and Wellness programs and facility of assigned branch, and develops and implements Health and Wellness related programs that will promote membership growth and retention, and increase program enrollment. Fosters a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for Health and Wellness participants and staff. The Health and Wellness Director assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training. This results in cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also managing high-quality, member-focused Health and Wellness programs.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants connect with each other and the YMCA.
- Responsible for overall supervision and support of Health and Wellness staff and volunteers, and follows and implements policies and procedures.
- Oversees, evaluates, and grows all Health and Wellness programs ensuring community needs are met and risk management is in place in accordance with YMCA guidelines; and through motivational support and guidance supports members, program participants, and staff in achieving their goals. Up to 25% of work schedule will be in direct service to the Health and Wellness Program.
- Follows association guidelines to develop, promote and market, and manage Health and Wellness programs and offerings in a manner consistent with YMCA core values. Assists with the development and implementation of membership recruitment, retention, and orientation strategies.
- Communicates and cooperates with other Program Directors to coordinate facility and program needs.
- Oversees all Health and Wellness facility changes and communicates effectively.
- Implements and follows all Health and Wellness procedures and guidelines including those pertaining to health and safety, forms, reports, and staff expectations.
- Communicates with members, director team, staff, and participants in a timely and professional manner as it relates to department responsibilities and answering questions that will support a positive experience with the Y.
- Ambassador of all YMCA programs with a focus on Health and Wellness programs, schedules, and member engagement.
- Oversees all Health and Wellness program areas and equipment in an orderly and safe manner. Ensures maintenance and upkeep is maintained as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA. Works closely with the Facility Director to assist with the maintenance and repair of all Health and Wellness equipment and facilities.
- Implements, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse, fostering a pleasant, professional, and safe Health and Wellness environment.
- Develop and maintain system to monitor certification status of all department staff whose positions require certification.
- Participate in activities, trainings, workshops, conferences, etc., that will enhance personal and professional growth.
- Responsible for overall fiscal management, meets deadlines, and budget for the Health and Wellness Department.
- Active leader in membership retention and Annual Giving Campaign goals.

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- Attends all mandatory meetings and trainings.
- Participates as Manager on Duty per branch schedule.

Experience and Education:

- Bachelor's degree in related field or equivalent experience.
- YMCA Team Leader certification preferred.
- One to two years related experience preferred (e.g., Health and Wellness coordinator or supervisor).
- Completion of YMCA Health and Wellness training and trainer certifications preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Experience in developing and managing a budget.
- Knowledge of Health and Wellness programs, YMCA preferred.
- Must have proficiency with Health and Wellness equipment.
- Proven track record of building program participation and relationships with members, participants, staff, and volunteers.
- Experience in a wide range of physical activities with the ability to instruct and perform duties of the Health and Wellness staff.

Qualifications:

- 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 critical thinking skills.
- Excellent interpersonal skills are critical and essential to the success of this position.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff.
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.
- Able to work flexible schedules.

Trainings & Certifications:

- Must complete online New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Bloodborne Pathogens, Hazard Communication, and Employee Safety trainings prior to start of position.
- Must hold and maintain CPR, AED, and First Aid certifications within the first 90 days of employment.
- Must complete Emergency Oxygen Administration Certification within the first 90 days of employment.
- Must obtain YMCA Healthy Lifestyles certification within 60 days of hire.
- Advanced training and/or certifications from the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), ACE, AFAA, ISSA or their equivalent - required for job placement.
- Valid and current certification in relevant areas of expertise and programs assigned - required for job placement.

Core Competencies:

- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Effect on End Results

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Health and Wellness Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- Members, Participants, and Staff become more confident and comfortable in their Health and Wellness.
- Participants and staff set and achieve personal goals.
- Health and Wellness programs are conducted according to the YMCA of the USA standards.
- Health and Wellness staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

Physical Demands:

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Ability to conduct classes and activities, and perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Association Profile

- The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of \$28.2M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch, we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of \$180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is \$30,000. Our service area is a true example of the "two Connecticuts" with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
- 1,700 committed volunteers who donated 42,000 hours of service in 2018.
- 150 full-time and 1,000 part-time employees.

Advantages to the Area:

City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater New Haven area includes wonderful arts and cultural opportunities in addition to the many activities offered through Yale University. We are located 1.5 hours from New York and 2.5 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:

www.cccymca.org

www.qnhcc.com

www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by **June 21, 2019** to Lindsay DeMartino, Senior Program Director, ldemartino@cccymca.org