PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Wellness Director
JOB CODE: 9010F
LEVEL: 10
SUPERVISOR: Advanced Wellness Director
FLSA STATUS: Non-exempt
LOCATION: 

POSITION PURPOSE
The Wellness Director is expected to provide leadership in the development, implementation, promotion, and administration of spaces and programs that are responsive to member needs, including group exercise, orientations, and personal training; ensure staff excellence in service delivery to assure member retention, satisfaction and growth; manage all aspects of the wellness program including, facility and equipment to promote a clean, safe and friendly environment; communicate and work cooperatively with the member service department to streamline communications and registrations for wellness programs and special events; assure facility safety by monitoring and enforcing the risk management plan.

ESSENTIAL FUNCTIONS
• Oversee the day to day operations of all wellness and group exercise programming including staffing, ordering and maintenance of equipment, cleanliness and cleaning schedules, and inventory management.
• Recruit, train, schedule, supervise, develop and track certifications of staff to deliver high quality programs and services that respond to member needs.
• Manage the development, promotion and delivery of high quality programs that are responsive to member needs.
• Produce an annual budget that is aggressive but attainable. Maintain your programs within this budget.
• Manage and develop programs that are specific to the community and age appropriate including but not limited to Healthy Kids Day, wellness classes, group exercise classes, for-fee programming, etc.
• Be prepared to teach all classes in your area of responsibility and support staff in providing high quality programming and classes.
• Conduct staff meetings, with each program area, either monthly or every session. Provide notes and attendance to document.
• Participate as a member of the senior management team, and Association Quality Teams, responsible for the overall operation of the branch, as well as director on duty responsibilities.
• Annually, personally participate in and provide leadership to the Annual Campaign Team participate in other development activities as appropriate.
• Work with the facility supervisor to insure overall facility cleanliness.
• Recommend new and replacement of program equipment as needed.
• Participate in and actively recruit volunteers for branch committees and task forces.
• Direct all aspects of safety related to staffing, equipment, environment and behavior. Know and train on the use of incident reports, emergency procedures, stocked first aid kits, etc.
• Attend meetings and trainings as necessary.
• Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES
• All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  o Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  o A continued commitment to member satisfaction by ensuring excellent Member Experience
  o Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
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ENVIRONMENTAL CONDITIONS
High exposure to noise, occasional exposure to weather

PHYSICAL REQUIREMENTS
Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 75-100 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to balance, climb, and do other feats that convey peak physical fitness

REQUIREMENTS
- Bachelor of Science Degree in Exercise Physiology or related field, 1-3 years practical experience in a health and fitness related position, or have a comparable level of expertise, CPR Pro Rescuer, First Aid and Oxygen certification.
- YMCA USA Healthy Lifestyle Principles within six months and preferably YMCA Foundations of Group Exercise within one year.
- Current national certifications in personal training.
- Ability to relate to a diverse age and cultural membership.
- Demonstrated supervisory experience, fiscal management experience and proven ability to manage successful programs.
- Ability to operate computer, communicate via telephone and ability to endure significant physical activity.
- Demonstrate flexibility in working various hours and days including nights and weekends.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

OTHER
At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

CARING
Showing a sincere concern for others.

HONESTY
Be truthful in what you say and do.

RESPECT
Follow the Golden Rule.

RESPONSIBILITY
Be accountable for your promises and actions.

OUR MISSION

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To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: ________________

Signature: ________________ Date: ____________

Supervisor: ________________