

# Kishwaukee Family YMCA

## Fitness Coordinator

### Job Description

Job Title: **Fitness Coordinator**

Department: Healthy Living

FLSA Status: FT Hourly \$17

Reports to: Sports & Programs Director

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#### **Position Summary**

Coordinates, organizes, and implements high quality YMCA Healthy Living programs.

#### **Essential Functions**

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- Coordinates programs including Aquatic and Land Group Exercise, Personal Training, LiveStrong, and Pedaling for Parkinson's.
- Schedules group ex classes, personal training and staff coverage in Wellness Center.
- Maintains Wellness Center equipment and facilities.
- Recruits, hires, trains, develops, payroll, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance
- Work hands on in all Healthy Living areas to ensure quality programs and maintain staff relations and quality.
- In partnership with the Sports & Programs Director; manages and controls budgets related to the position.
- Exhibits YMCA Core Values.
- Attends and participates in staff meetings and staff training.
- Required to maintain 20+ hours/week as instructor or Wellness Supervisor hours.
- Develops and maintains member connections and relationships through Healthy Living programs.
- Maintains working knowledge of wellness and trends to provide effective information and support to members.
- Assists in the marketing and distribution of Healthy Living program information.
- Responds to all member and community inquiries and complaints in timely manner.
- Participates in staff meetings and/or related meetings.

#### **Qualifications**

- Minimum of one years' related experience preferred.
- Group exercise certification with previous instructor experience
- Excellent interpersonal skills.
- Excellent organizational and customer service skills.
- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR for the Professional Rescuer; First Aid; AED; Bloodborne Pathogens.