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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO JOB DESCRIPTION

Job Title: **Corporate Wellness Coordinator**

FLSA Status: Part time (becoming full time)

Report to: Association Health and Wellness Director

Revision Date: 5/12/2022

Salary Range: \$18-20/hourly

POSITION SUMMARY:

Under the guidance of the Association Health and Wellness Director, the Corporate Wellness Coordinator will provide leadership for a comprehensive on-site wellness program. The program would include: group fitness classes, one on one coaching or training, developing member engagement, and learning opportunities to corporate employees at their place of employment.

ESSENTIAL FUNCTIONS:

The listed functions are representative of the attributes necessary for successful performance of the position. Substitution of comparable training or abilities, as well as reasonable accommodations for persons with disabilities, will be taken into consideration.

1. Leads a comprehensive corporate wellness program in partnership with local businesses, including coordinating, planning, and facilitating health and fitness activities and programs.
2. Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.
3. Develops promotion and publicity plans for wellness and fitness programs throughout the organization.
4. Compiles statistical summaries of participant data, class attendance, and equipment inventories to ensure proper detailed program evaluation.
5. Assists the YMCA Association Health and Wellness Director in the development of budget, policies, and procedures relevant to the operation of the wellness program.
6. Provides educational presentations and training programs.
7. Exhibit the core values of Caring, Honesty, Respect and Responsibility.

QUALIFICATIONS:

1. Bachelor's Degree in Exercise Science, Kinesiology, or other Health Related field preferred. An equivalent combination of experience and training will be considered.
2. Nationally accredited Group Exercise or Personal Training Certification highly desired.
3. CPR/AED certification (within 60 days of hire)

WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Must be able to stand for extended periods of time as well as squat, stoop, or bend into awkward positions. Must be able to lift and carry items up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

TEMPLATE