



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **YMCA Program Coordinator**  
Status: Part Time Non-Exempt Department: ALL  
Reports to: Senior Program Director Revision Date: April 26, 2021

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The YMCA Program Coordinator assists in developing, planning, organizing, implementing, and supervising all youth, teen, and active older adult programs, including group exercise. With the guidance and direction of the Senior Program Director, this position will help to develop, organize and implement high quality programs for all ages to the Onawa community.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **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.

### ESSENTIAL FUNCTIONS:

1. Coordinates and leads energizing, fun, safe, and educational programs for youth and adults.
2. Creates a member-focused culture and models relationship-building skills in all interactions. Fosters a climate of innovation and resolves problems in a timely manner to ensure member satisfaction.
3. Directs and supervises YMCA programs to meet the needs of the community and fulfill YMCA and Onawa objectives.
4. Hires, trains, schedules and supervises staff. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
5. Helps to establish new and community focus YMCA programming and expands current programs within the community in accordance with strategic and operating plans.
6. Assists in the marketing and distribution of Y program information, may organize and schedule program registrations.
7. Manages and operates within the approved budget and takes appropriate action to correct variances in partnership with the Senior Program Director.
8. Develops and maintains collaborative relationships with community organizations including the city of Onawa, Burgess Health Center and West Monona Community School District.
9. Compiles program statistics and class numbers. Monitors and evaluates the effectiveness of and participation in Y programming.
10. Represents the Y in a professional manner in both staff image wear, communication and appearance.
11. Demonstrates and supports the objectives of the Y's mission statement and values by maintaining the Y-Voice in all that you say and do ~ welcoming, hopeful, determined, genuine, and nurturing.
12. Perform additional duties as assigned.

# NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Personal Training Coordinator**

## YMCA COMPETENCIES (Leader):

- Critical Thinking & Decision Making
- Developing Self & Others
- Program & Project Management
- Communication & Influence

## QUALIFICATIONS:

1. Bachelor's degree in related field preferred.
2. Previous supervisory experience preferred.
3. Must complete the following trainings:
  - CPR/AED/First Aid Certifications or equivalent certifications approved by the YMCA
  - Blood Borne Pathogens Training or equivalent training approved by the YMCA
  - Approved Mandatory Child Abuse Reporter Certification
  - Emergency procedure training
4. Required certifications: national certification (ACE, NETA, AFAA, NASM, ACSM) in group fitness instruction, personal fitness, personal trainer or YMCA Foundations of Group Exercise certification.
5. One to two years of related experience is preferred.
6. At least 21 years of age.
7. Excellent personal computer skills.

## 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.

- Ability to Lift 25 pounds using proper technique.
- Ability to plan, lead and participate in activities.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Outdoor exposure to wind, sun, summer and winter temperatures.

## EFFECT ON END RESULT:

- The Y will be recognized by the community as providing consistently excellent Y programming for youth and adults that help encourage and reinforce a healthy and active lifestyle.
- The Y will effectively connect and build relationships with its members and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

## SIGNATURE:

Today's date: \_\_\_\_\_

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

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Supervisor's signature