

YMCA OF GREENSBORO FULL TIME VACANCY LIST October 21, 2019

Position: **Wellness Coordinator**

Job Summary: Under the direction of the Wellness Director, the Wellness Coordinator is responsible for the administration of all wellness center activities or wellness activities (depending on the strength of the applicant) including scheduling and training employees, monitoring equipment and communicating repair needs to the Wellness Director and Maintenance Director, assisting members in use of equipment, and assisting with Wellness Department special programs and events. In addition, the coordinator may lead classes within the group exercise schedule or conduct personal training depending on the strengths of the applicant. The applicant must be proficient with computers and be able to use MS word, Excel and be familiar with promoting programs within social media. The applicant should have minimum of one-year experience managing/supervising staff. Applicant must have a flexible schedule to substitute in case of staff absences. In addition, every position in the YMCA of Greensboro is responsible for upholding the Judeo-Christian principles that are central to our mission by modeling behaviors that exemplify the four pillars of character - caring, honesty, respect and responsibility.

Minimum qualifications: Nationally accredited Personal Training certification, bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Preferred qualifications: Group Exercise Certification from nationally recognized provider.

Branch: Spears Supervised by: Wellness Director

Date Posted: 10/07/19 **Closing Date:** 10/21/19

Starting Salary Range: minimum of \$15 - Negotiable based on experience

Regular Hours: Monday-Friday, Schedule will vary with program responsibilities.

Nights or weekends? Seldom/Never Occasionally Frequently

Forward cover letter, resume and application to: Beth McKinney, Wellness Director,
beth.mckinney@ymcagreensboro.org,

Spears Family YMCA, 3216 Horse Pen Creek Rd, Greensboro, NC 27410

To apply for a posted position, interested employees should forward a resume to the designated contact person for the specific position. The contact person will notify all applicants (internal and external) of their status as soon as a decisions can be reached.