

Scott County Family YMCA Job Description

Position: Program Director, Fitness

Reports To: Executive Director

Supervisory Responsibilities: Hire, training and supervise all fitness staff.

General Function:

Under the supervision of the Branch Executive Director, the Program Director develops, plans, organizes, implements, supervises and evaluates all youth and adult physical and health enhancement programs, corporate fitness activities, staff development, program area maintenance and performs other related duties of the Scott County Family Y. Providing a safe environment for all patrons is high priority.

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Job Requirements

Education: College degree in related field

Experience:

- Minimum 3 years of supervisory experience is required
- Has the ability to supervise, train, and support staff. He/she must possess the ability to establish and maintain harmonious relationships with staff, volunteers, and members.
- Have organization skills to simultaneously manage and complete multiple projects/programs.
- Has the ability to respond to critical incidents and to act swiftly in emergency situations.

Certifications/Registrations:

- Current Community CPR Certification
- Current AED Certification
- Current First Aid Certification
- Mandatory Reporter

Physical Qualifications:

- Requires physical effort such as lifting of at least 50 lbs, reaching with hands and arms, stooping, kneeling, crouching, standing, walking, balancing, and climbing.
- While performing the duties of the job, the employee is regularly required to talk and/or hear.

Essential Functions:

1. Serves as a role model to members and Y staff and live the YMCA mission, vision and values of the YMCA movement.
2. Models and enforces facility policies and put the Y mission in action
3. Provides “extraordinary” member services and responsiveness to members needs.
4. Develops, maintains, and manages balanced budget for the department.
5. Coordinates the development and management of the branch fitness programs to meet the needs of the community and achieve Association operating objectives.
6. Develops and promotes increased enrollment in new and existing programs.
7. Develops and implements corporate wellness/fitness programs in and out of the facility.

8. Develops and promotes membership enrollment and assure careful assimilation of new members into existing and new programs.
9. Informs and educates all constituent groups about the mission, goals, action plans, programs, and charitable purpose of the “Y”.
10. Ensures the quality and consistency of health enhancement programs.
11. Recruits, selects, develops, supervises and evaluates fitness staff.
12. Provides accurate records and appropriate reports.
13. Maintains a professional image within the community and the YMCA.
14. Develops and prepares training and development for fitness staff.
15. Attends training and meetings as assigned.
16. Provides staff support to volunteer committees and the YMCA.
17. Manages facilities and equipment resources for program and usage.
18. Performs other duties related to member service, communications, public relations, special events, and fundraising as assigned.
19. Recommends equipment and supply purchases for the program area.

End Result:

The effectiveness of a competent Program Director, Fitness will be a steady growth and retention of members, program participants, and individuals involved in the fitness programs of the Scott County Family Y. The Program Director, Fitness will impact the community’s understanding of the Y and its mission.

I have read and understand this job description.

Name

Date

Revision Date: October 2009