



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FOR IMMEDIATE RELEASE:

The Ottumwa Family YMCA is searching for their next Wellness Director. This position has options of either Part-Time or Full-Time with retirement, health care and flexible work schedule. The position responsibilities are outlined below. The salary range for this position is between \$14.00 & \$18.00 per hour depending on qualifications.

All applications and resumes are due in person to the YMCA by 4:00 pm on July 3rd or electronically emailed to garrett@ottumwaymca.com by midnight on July 4th. No late applications will be considered.

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 Wellness Director at Ottumwa Family YMCA oversees the development and operations of healthy living and/or other programs and designs practices, processes, and procedures for strong program and project management.

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.

The position will be responsible for the following staff development and supervision:

- Recruit, hire, train, and schedule fitness instructor team
- Provide oversight of Member Relations Coordinator
- Create a strong level of communication within the fitness department
- Provide training and annual leadership development opportunities for department team staff
- Conduct annual performance reviews and recommend wage adjustments for department staff
- Maintain accurate records of class attendance data, staff certifications, and program volunteer hours
- Process timecards for assigned program staff

Other responsibilities include:

- Participate as an active member of the Leadership Team

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- Oversee the Fitness Department budget
- Work to develop, coordinate, and achieve Fitness Department goals and objectives
- Direct Service to members, including orientation
- Participate and assist with: Annual Campaign, Membership Development, Promotion of other department programs

ESSENTIAL FUNCTIONS:

1. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.

2. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.

3. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.

4. Manages wellness program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the needed facilities; and creating and scheduling the classes, activities or events.

QUALIFICATIONS:

- Associate's degree in related field or equivalent experience.
- One to two years related experience preferred.
- Minimum age of 21.
- Within 30 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED, and Bloodborne Pathogens training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

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- 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.
- The employee must occasionally lift and/or move up to 25 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.

For additional question regarding this position, please contact Garrett Ross, Ottumwa Family YMCA CEO/Executive Director at 641-684-6571 ext. 11 or garrett@ottumwaymca.com.

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