



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB POSTING

### Job Title: Healthy Living Coordinator – Huntington, NY

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#### POSITION SUMMARY:

The Healthy Living Coordinator, under the direction of the Healthy Living Director, is responsible for promotion, evaluation, and supervision of all group based health and wellness. Group based healthy living programs include but are not limited to; drop-in fitness classes, small group training, lifestyle programs such as chronic disease programs. The Healthy Living Coordinator is responsible for providing quality leadership and supervision in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures. The position's key function is to build strong lasting relationships with members, employees and volunteers that will build healthy lifestyles.

#### ESSENTIAL FUNCTIONS:

1. Group Exercise Management
  - a. Responsible for creating, growing and developing group based schedules to stay at the front of the industry using data and membership driven feedback.
  - b. Analyze, report, give recommendations to improve quality and quantity of equipment and studios, ensure that all equipment is clean, well maintained and communicate with facilities. Utilize GroupEx Pro for data collection.
  - c. Manage coverage for all classes to be sure cancellations do not occur.
  - d. Achieve acquisition, retention and engagement goals set by branch executive.
2. Staffing Requirements
  - a. Management and supervision of Group Exercise staff that builds a sense of fellowship and belonging, holds true to our mission, core values and helps to meet our Association's Strategic Goals.
  - b. Supervision responsibilities include payroll tasks, monitoring all staff to have required active certifications, manage staff hours.
  - c. Maintain an open line of communication with staff that includes a strong professional image in conduct, appearance and uniform of staff.
  - d. Oversee staff in consistently delivering excellent customer service to all members and maintain excellent operations.
  - e. Have industry knowledge to train and develop staff on safe and proper exercise techniques.
3. Learning and Development
  - a. Attend appropriate and required trainings.
  - b. Maintain working knowledge of wellness and trends to provide effective information and support to members.
  - c. Instructs members on safe exercise techniques including but not limited to warm-up and stretching progression, aerobic conditioning, strength training, proper use of equipment and work out progression.
  - d. Have well rounded knowledge to be able to teach multiple disciplines.
4. Responsibilities to include: teaching classes, teaching programs and fitness center floor coverage.
5. Availability to join the Chronic Disease Program Team if interested.
6. Responsible for special events.
7. Director on Duty as scheduled.

## QUALIFICATIONS:

1. BA/BS in Exercise Science, Physical Education, Health Education or related field preferred or 5 years related experience
2. 3+ years supervisory experience working in a health and fitness field.
3. Current Certifications in CPR, First Aid required, and National YMCA Healthy Living Certifications and/or Y recognized equivalent national certifications such as ACE, ACSM, AFFA, NASM, or NETA preferred.
4. Demonstrated commitment to mission driven programming and customer service.
5. Ability to articulate the YMCA mission and programs to staff, volunteers, and community.
6. Computer literacy.
7. Strong interpersonal skills with the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
8. Ability to work in a fast paced, highly flexible and rapidly changing work environment.
9. At least 2 years of experience in one on one fitness training and teaching group wellness classes preferred.

## PHYSICAL DEMANDS

Ability to plan, lead, and participate in a variety of physical activities. May be required to drive between YMCA facilities and to training or meetings in various locations.

Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting up to 50lbs.

## HOW TO APPLY

For consideration, please email Brittany Mueller, Health and Wellness Director, at [Brittany.Mueller@ymcali.org](mailto:Brittany.Mueller@ymcali.org). **Please include a resume and a cover letter indicating your salary requirements.**