



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB POSTING

### Job Title: Healthy Living Director – East Hampton, NY

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#### POSITION SUMMARY:

The Healthy Living Director will be responsible for the operational oversight and management of the Fitness Center, including Personal Training and Fitness Assessments, Group Exercise classes, and the YMCA Chronic Disease and Prevention Programs. The Healthy Living Director is directly responsible for developing and monitoring the Health and Wellness departmental budget, providing leadership and supervision to the staff, and implementing quality programs and classes in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

#### ESSENTIAL FUNCTIONS:

1. Develop and monitor the Fitness Department budget and expenses. Responsible for day to day budget control and outcomes.
2. Lead and teach various group exercise fitness classes, as needed, instructing members on proper techniques, use of equipment and progression.
3. Manage Personal Training including program development, supervising trainers and managing outcomes.
4. Create effective fitness and wellness programs for members which reflect the needs of the members, program participants, and community. This includes supervision and development of all YMCA Chronic Disease and Prevention Programs in conjunction with the YMCA Association Office.
5. Ensure positive program growth and member retention through implementation of effective programs and activities while collaborating with the Membership Department. Help to promote, market, and increase impact of fitness programs and personal training.
6. Supervise, train, recruit, and evaluate all Health and Wellness staff and ensure that all staff acquire and maintain required certifications process payroll duties in a timely manner; manage staff hours, coverage, time off etc.
7. Supervise, train, collaborate with, and evaluate the Group Exercise Coordinator and the Fitness Center Coordinator.
8. Maintain an open line of communication with staff. Ensure Department staff display a strong professional image through their conduct, appearance and uniform.
9. Oversee staff in consistently delivering excellent customer service to all members and maintain excellent Fitness Center operations. Ensure the safety and wellbeing of staff and members by directing, implementing and adhering to YMCA wellness policies, procedures, rules and best practices; respond effectively, in line with Association and Branch guidelines, to emergency situations.
10. Achieve acquisition, retention and engagement goals.
11. Organize and maintain orientation procedures for all members.
12. Engage in active listening; answer questions from members to support them in achieving their goals related to healthy living. Maintain working knowledge of wellness and trends to provide effective information and support to members.
13. Build effective, authentic relationships with members; help members connect with each other and the YMCA. Plan and execute appreciation and recognition activities.
14. Responsible for growth and development of new programs and one on one trainings suitable for programming in the center.

15. Act as lead representative with equipment vendors and repair technicians. Document repairs and track service of equipment.
16. Analyze, report, give recommendations to improve quality and quantity of equipment in the center.
17. Oversee proper maintenance of equipment and ensure that all equipment is clean and well maintained.
18. Attend and actively participate in Association Office Fitness Cabinet meetings

#### **YMCA COMPETENCIES (Team Leader):**

- Functional Expertise
- Fiscal Management
- Communication & Influence
- Collaboration
- Developing Self and Others
- Program/Project Management

#### **QUALIFICATIONS:**

1. BA/BS in Exercise Science, Physical Education, Health Education or related field preferred or 5 years related experience
2. A minimum of 5 years supervisory experience working in a health and fitness field.
3. At least 5 years of experience in one on one fitness training and teaching group wellness classes preferred.
4. 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.
5. Demonstrated commitment to mission driven programming and customer service.
6. Ability to articulate the YMCA mission and programs to staff, volunteers, and community.
7. Proficient with Microsoft Office Suite.
8. Strong interpersonal skills with the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
9. Highly flexible with the ability to work in a fast paced and rapidly changing work environment.

#### **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 Glenn Vickers, Executive Director, at [Glenn.Vickers@ymcali.org](mailto:Glenn.Vickers@ymcali.org). **Please include a resume and a cover letter indicating your salary requirements.**