



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

ACTIVE OLDER ADULT COORDINATOR STURGEON BAY PROGRAM CENTER

Full-time employment opportunity to build relationships and provide support to the Healthy Living department by understanding the needs of the community, implementing programs that support a wide degree of interests and abilities, enhancing member service and increasing member retention. We're committed to making sure every member of our community has access to the resources they need to incorporate exercise into their daily routine for a healthier, happier lifestyle. We offer a variety of active older adults programs designed to keep seniors active as they grow in mind, spirit and body. Fitness education or background is required; experience in personal training and/or fitness instruction is preferred.

Starting Wage:

- \$38-40,000 depending on experience

Hours:

- Full-time with insurance, paid time-off, and other benefits!

Applications being accepted until
November 4, 2022.

APPLY TODAY!

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

**WORK
AT THE Y!**



The YMCA is a welcoming environment for all ages, strengths and abilities. I enjoy the opportunity to develop a healthier body as I make friends and inspire them to reach their personal goals.

~Instructor, 10 years

I love my job at the Y because it is full of opportunities to meet new people and learn new skills. There is always a new challenge on the horizon. I have met people who will be friends for life.

~Instructor, 5 years

I think the Y is the happiest place in Door County. As a fitness instructor and personal trainer, I love helping our members reach their goals.

~Instructor/trainer, 3 years

**GENEROUS
PAID TIME OFF**

**OUTSTANDING
BENEFITS**

FREE

Y Membership
and program discounts

**CHILD
CARE
DISCOUNTS**

Including
Onsite Kid
Care, School
Age and Day
Camp!

IT'S FUN!

There is something new
and exciting happening
every day at the Y!

**HEALTH
INSURANCE**

A variety of insurance
packages are available.

**CAUSE
DRIVEN**

Work with passionate people and help
make our community a better place!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Northern Door Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Active Older Adult Coordinator**

Job Code: SBLSC

FLSA Status: Full Time

Job Grade:

Reports to: Senior Program & Healthy Living Director

Revision Date: 10/15/2022

Leadership Level: Team Leader

Department: Healthy Living

POSITION SUMMARY:

Under the direction of the Wellness Director and in accordance with the policies of the Door County YMCA, the Active Older Adult Coordinator will be responsible for building relationships and creating connection opportunities. The Active Older Adult Coordinator will connect participants to new experiences and new people to foster healthy spirit, mind, and body. He/She will be responsible for working with all fitness levels and demonstrate strong skills in working with and monitoring people in a positive manner. The Active Older Adult Coordinator will lead and help foster specialty programs.

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.

ESSENTIAL FUNCTIONS:

1. Plan and implement Active Older Adult events which provide opportunities to build relationships among the participants and attract new participants to the facility. Specific emphasis will be on providing non-physical activities that can attract health seekers, and insurance-based members specifically.
2. Utilize Listen First techniques to better understand programming needs and concerns.
3. Exemplify the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in relationships with others.
4. Provide a welcoming environment; make a special effort to greet new program participants and encourage positive relationship building in and among class participation.
5. Actively recruit participants to planned events and be readily available during and after programming activities to make connections and advise participants on other appropriate involvement within the YMCA.
6. Determine the extent of safety concerns when identified and decide on appropriate action, both in program and throughout facilities.
7. Help enforce YMCA Healthy Living Department Best Practices.
8. Assist Director in training and managing Healthy Living staff and supporting wellness programming to ensure delivery of quality programs that are carried out in a consistent and caring manner.
9. Communicate substitutions, scheduled conflicts, vacations, and significant events related to the YMCA Healthy Living Department procedure to supervisor.
10. Work with member services to assist in new member follow-up.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 **P** 920 743 4949 **F** 920 743 8812

NORTHERN DOOR PROGRAM CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 **P** 920 868 3660 **F** 920 868 9970

11. Be familiar with other YMCA program offerings in an effort to direct and assist members to other programs that may allow them to better achieve personal goals.
12. Gain thorough understanding of room usage and member needs to allow communication and reporting to management to further progress member retention and satisfaction.
13. Assure own professional development through reading, study, meetings, and conference attendance.
14. Provide personal training to members as necessary.
15. Provide regular updates and communication to Healthy Living Director.

LEADERSHIP COMPETENCIES:

1. Collaborations
2. Innovation
3. Developing Self & Others
4. Program/Project Management

QUALIFICATIONS:

1. At least 18 years of age. Some college credit in area of Exercise Physiology or related field preferred.
2. Complete the following: Orientation to Healthy Living at the Y, Foundations of Listen First, Principles of Member Health and Wellness, Foundations of Group Exercise at the Y (offered by ACE) and Foundations, Wellness Center at the Y, Group Exercise at the Y, Foundations of Strength and Conditioning at the Y, Livestrong at the Y, Arthritis Foundation (land and water), Moving for Better Balance, Stepping On, and Silver Sneakers.
3. Continuing education credits will be necessary on a continual basis to keep certifications current and in compliance with YMCA of the USA and other pertinent organizations.
4. Ability to communicate effectively at all levels within the organization and the community.
5. Demonstrate strong skills in working with and motivating people in a positive manner.
6. Extensive training in discipline preferred. Staff shall have an understanding of physical education principles, as well as the ability to work with "beginning/unconditioned" participants of all ages and abilities.
7. Complete New Employee Orientation within 30 days of your hire date.
8. Obtain a current CPR/AED for Professional Rescuers with First Aid Certificate.
 - a. This certificate is valid for two years and it is your responsibility to keep it up to date.
9. Complete Child Abuse Prevention Training within 30 days of your hire date.
 - a. This training is required annually throughout your employment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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.
2. Position requires the ability to perform physical activities with considerable use of arms and legs, while moving entire body over a period of time.
3. Position requires the ability to engage in physical activity and lift up to 50 lbs.
4. Development of a positive attitude in the community toward the YMCA and its programs.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____