



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

WELLNESS CENTER SERVICE COORDINATOR STURGEON BAY PROGRAM CENTER

We're looking for a motivated, hands-on leader to join our Healthy Living team as a Wellness Services Coordinator at the Door County YMCA! This part-time leadership role is ideal for someone passionate about fitness, member engagement, and supporting staff in a dynamic wellness environment. You'll help create a welcoming, safe, and high-quality experience for members while guiding and developing our Wellness Center team. If you're ready to lead with purpose and make a meaningful impact on our community's health, we encourage you to apply!

Starting Wage:

- \$19-21 per hour, depending on experience

Hours:

- Part-time, hourly position; Monday-Friday; daytime-early evening
- 20-30 flexible hours per week
- Could combine with other work to create a full-time position, depending on skills



**WORK
AT THE Y!**

Screening process will start immediately as applications are received.

If you're ready to inspire and lead others on their wellness journey, apply today and help us create a thriving, health-focused community at the Sturgeon Bay Program Center. This is a full-time, on-site position with great opportunities for personal and professional growth!

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

Full benefits package including health, dental, life insurance, time off, retirement and FREE YMCA membership.

**GENEROUS
PAID TIME OFF**

**OUTSTANDING
BENEFITS**

FREE

**Y Membership
and program discounts**

**CHILD
CARE
DISCOUNTS**

Including
Onsite Kid Care
School Age Care
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

Jackie & Steve Kane 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: **Wellness Services Coordinator**

Job Code: SBWSC

FLSA Status: Part Time Time/Hourly

Job Grade: Grade 6

Reports to: Healthy Living Executive

Revision Date: 1/13/26

Leadership Level: Team Leader

Department: Healthy Living

POSITION SUMMARY:

The Wellness Center Coordinator is a **highly visible, hands-on leader who spends the majority of their time working within the Wellness Center environment**. This position is responsible for the **hiring, training, supervision, and performance management of Wellness Center staff**, as well as the daily oversight of strength and conditioning programs and operations. The Coordinator delivers exceptional member service and ensures consistent **adherence to gym protocol, etiquette, and safety standards**.

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. Create a welcoming environment where members feel safe and supported, relationships are developed, and staff are friendly and knowledgeable. Be a positive sales person for the YMCA; communicate member benefits and program services to prospective participants. Share the Y story with everyone who enters our doors.
2. Implement and enforce cleaning and safety protocol in the Wellness Center with participants and in the training of staff. Be a role model for others to follow. Ensure staff interact and assist participants by actively correcting form, speed of movement, and positioning. Circulate and greet participants so everyone feels welcome.
3. Manage the wellness center orientation process and age guidelines. Ensure that new members are acclimated to their membership, understand expectations, and make connections to feel supported in this process.
4. Manage the DCMC Physical Therapy appointments, as well as, communication with the PT's.
5. Research, develop, implement, evaluate, and manage wellness center staff and programs which incorporate community needs/wants. Ensure that the delivery of programs is carried out in a consistent manner that meets or exceeds quality standards. Successfully utilize software to support daily operations (ie: Group Ex Pro, Daxko Operations, and Room Schedules).
6. Manage staff and schedules to ensure that we are meeting member needs. These services include, but are not limited to, Orientations, Personal Training, Sprint 8, Women on Weights (WOW), StarterFit, and incentive programs.
7. Recruit, train, review and develop Personal Trainers and Wellness Center Instructors to work with a diverse population, developing programs that ensure client safety, satisfaction, and enhancement of wellness goals. Utilize and model Listen First techniques to create a supportive and caring environment. Instruct specific personal training sessions yourself, based on client needs and instructor availability and knowledge.
8. Utilize resources to effectively manage the department, implement processes, and support membership processes and overall communication. This may include, but is not limited to, infrastructure including all Daxko products, payroll systems, Google Workspace, and other established protocol.

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
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

9. Understand that participant's wellness journey may be very personal to them. Treat all communications confidentially and with empathy and respect, sharing only on an as-needed basis.
10. Participate in management level meetings, including, but not limited to: Weekly huddles, Monthly Association Staff, and bi-monthly Program Management Team meetings, and any other as requested.
11. Implement bi-annual incentive programs in the Wellness Center that motivate and encourage participation.
12. Establish and enforce YMCA Healthy Living Department Best Practices across the organization.
13. Coordinate among Building Services Department and Wellness Center staff to present well-maintained centers that are inviting and welcoming to all. A well-delivered preventative maintenance and cleaning schedule must be coordinated to achieve member satisfaction.
14. Communicate substitutions, scheduled conflicts, vacations, and significant events related to the YMCA Healthy Living Department procedures to supervisor.
15. Assure own professional growth through reading, study, and conference attendance.
16. Exemplify, promote and incorporate Y mission and values in all aspects of job performance and relationships.
17. Provide regular updates and communication to supervisor.
18. Respond to all inquiries in regard to our programs in a timely and informative manner.
19. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

LEADERSHIP COMPETENCIES:

1. Inclusion
2. Developing Self & Others
3. Functional Expertise
4. Program Management

QUALIFICATIONS:

1. At least 18 years of age.
2. Background in Strength and Conditioning, exercise science, personal training, and/or related field is necessary.
3. 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), Wellness Center at the Y, Group Exercise at the Y, and Foundations of Strength and Conditioning at the Y.
4. Continuing education credits will be necessary on a continual basis to keep certifications current.
5. Ability to communicate effectively at all levels within the organization and the community.
6. Demonstrate strong skills in working with and motivating people in a positive manner.
7. 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.
8. Obtain CPR/AED for Professional Rescuers and First Aid Certificates within 90 days of hire; keep current.
9. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
10. Complete New Employee Orientation within 30 days of your hire date.
11. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

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 is primarily based in the Wellness Center and Gym environment, which can be loud at times
3. Requires extended periods of standing, walking, and moving throughout the Wellness Center
4. Regularly interacts with members and staff in an active, fast-paced gym setting
5. May demonstrate proper use of fitness equipment and strength training techniques
6. Must be able to observe member activity, monitor staff performance, and respond quickly to safety or behavioral concerns
7. Occasional lifting or moving of equipment consistent with a fitness environment
8. Position requires the ability to engage in physical activity and lift up to 50 lbs.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's Date