



# Employment Opportunity

**YMCA Northumberland currently has an opening for the following position:**

## **Coordinator – Adult Programs, Sunny Life Recreation and Wellness Centre**

**Position Status:** Full-Time; 40 hours per week

**Salary Range:** \$45,760 - \$47,840 (commensurate with experience)

**Reports To:** Manager – Health, Fitness and Aquatics

### **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Inclusiveness and Respect, as well as a commitment to building developmental assets in children and adults.

### **Nature and Scope:**

Reporting to the Manager – Health, Fitness and Aquatics, this position provides supervision and coaching to members, staff, and volunteers within all health and wellness program and services ensuring member excellence. The core function of this position is program planning and implementation, customer service, staff and volunteer recruitment, training, and performance management. This position provides direct leadership to a team of staff and volunteers focused on delivering high-quality programs designed to assist adult members with the achievement of their personal health and wellness goals. They will find and implement new and innovative ways to proactively monitor and act on member usage, regularly connects and communicates with members to improve member retention and engage in relationships with the community of members and partners. They identify and execute initiatives to increase Membership on Roll, Retention and Satisfaction.

The Coordinator is a member of the Branch Leadership Team, which involves: strategic planning for the branch on an annual basis, participation at monthly Branch Team meetings, involvement in Association committees and service manager responsibilities.

### **Responsibilities:**

- Responsible for the direct supervision and management of staff and volunteers in the aquatic department
- Works collaboratively with Manager-Health, Fitness and Aquatics to ensure YMCA service standards are met or exceeded.

- Ensure that YMCA standards are being met or exceeded.
- Front line leadership and scheduled Service Manager shifts as required
- Develop relationships with members and obtain regular feedback on programs.
- Develop partnerships in the Community to offer outreach programming
- Front line delivery of programs, instructions and trainings.
- Monitor and evaluate the effectiveness of and participation in programs.
- Assist with scheduling, responding to daily public inquiries about youth programs and other regular administrative tasks.
- Responsible for the development, scheduling and delivery of Health and Wellness, Group Fitness programs and member engagement activities, including champion role for *Y Thrive*
- Recruitment, training, and mentoring of all staff and volunteer team members for the purpose of delivering excellence in customer service through Health and Wellness programs and services
- Development and maintenance of the Adult budget; meeting financial targets
- Ensure all required qualifications and certifications for staff and volunteers are current
- Responsible for preparing and facilitating the YMCA Annual Members Survey
- Responsible for preparing, facilitating and reporting on Staff Survey results
- Responsible for preparing and facilitating staff probation/performance reviews (3 month and annual)
- Responsible for providing session participation statistics

**Work Environment:**

- Based out of Sunny Life Recreation and Wellness Centre YMCA Branch

**Competencies:**

- Relationship Building and Partnering
- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- People Management

**Qualifications:**

- 2 years post-secondary education in Physical and Health Education or a related field, or 2 years related experience
- 2 years' experience in a supervisory role
- Previous experience supervising staff, including recruitment, training and conducting performance appraisals
- YMCA Group Fitness Leadership Certification with the ability to teach aquafit/step/cycle/core and other group classes
- Excellent organizational and time management skills
- First Aid and CPR Certification
- Previous YMCA experience is an asset, as is knowledge of YMCA Standards
- Computer skills using Microsoft Windows applications and ActiveNet training an asset
- Police Vulnerable Sector Check required. Police Checks are reviewed on a case-by-case basis

**Apply Now:**

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by **Friday August 16<sup>th</sup>, 2024** to the attention of:

Leanne Clarke  
Manager- Health, Fitness and Aquatics  
[campbellford.info@nrt.ymca.ca](mailto:campbellford.info@nrt.ymca.ca)

Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

We thank all applicants, however, only those considered for an interview will be contacted.