



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FERGUS FALLS AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: ForeverWell Coordinator

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Health & Wellness Director

Revision Date: 9/27/2021

Summary/Objective

The ForeverWell Coordinator is responsible for the daily direction of ForeverWell programming at one or multiple locations with a focus on engaging members into Y programs. The ForeverWell Coordinator is responsible for meeting established branch quality and participation goals.

Essential Functions

- Manage the daily direction of ForeverWell programming.
- Ensure the delivery of programming and services meets quality standards.
- Provide direct social and group exercise virtual and in-person program delivery.
- Conduct daily ForeverWell participant phone calls.
- Conduct new ForeverWell member orientations and tours.
- Ensure a high level of customer service which enhances the member, guest and program participant experience and satisfaction.
- Provide work direction to ForeverWell instructors when appropriate.
- Provide follow up of program delivery and collect data as required.

YMCA Competencies

- Collaboration
- Developing Self & Others
- Critical Thinking & Decision Making
- Program & Project Management
- Emotional Maturity

Supervisory Responsibility

This position does not have supervisory responsibilities.



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Work Environment

This job operates in an exercise area that includes workout machines, weights, treadmills, and other fitness products. The Coordinator will have an office space that includes a desk, chair, computer, and basic office supplies. The Coordinator will have access to other computer and office equipment in the building.

Physical Demands

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.

- Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to remain alert with no lapses of consciousness in a warm environment with air temperatures of 80 degrees or higher if teaching in the aquatics area.
- Ability to calmly and effectively react in an emergency situation.
- Ability to travel locally to visit branch sites, attend meetings and training.

Position Type/Expected Hours of Work

The ForeverWell Coordinator will work part-time and hours will depend on the needs of the program. This is a grant-funded position; future work may not be guaranteed due to access to the grant.

Travel

Travel is not required for this position.

Required Education and Experience

- Minimum of two (2) years of experience working in programs for older adults
- Excellent verbal and written communication skills
- Ability to build strong relationships with individuals and build community within a group



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- Excellent and effective organizational skills
- Proficient computer skills to include Microsoft Outlook, Word, Excel, and other online virtual training platforms
- Ability to obtain a National Group Exercise Certification within 90 days of hire
- Attend YMCA Healthy Lifestyles within 90 days of hire
- ForeverWell Instructor Training and/or SilverSneakers Instructor Training plus Water Crossover Training achieved within 6 months
- Ability to manage and deliver programs to a diverse population

Preferred Education and Experience

- Degree in Health and Science or related field
- National Fitness Certification in Group Fitness

Additional Eligibility Qualifications

Must be able to pass a background check.

EEO Statement

The Fergus Falls Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Employee_____ Date_____