



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Active Older Adult Coordinator**

Status: Part Time (Non-Exempt)

Reports to: Director of Healthy Living

Department: Fitness

Revision Date: 7/28/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality active older adult programs.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet YMCA objectives. Expands active older adult programs within the community in accordance with strategic and operating plans.
2. Plans and implements a diverse program for active older adults including but not limited to sports, fitness, group exercise, social and personal growth opportunities.
3. Secures and schedules facilities. Sets up equipment for classes, programs, etc.
4. Organizes and hosts events, promoting healthy eating and good nutrition.
5. Assists in the marketing and distribution of active older adult program information, may organize and schedule program registrations.
6. Develops and maintains collaborative relationships with community organizations.
7. Assists in YMCA fund raising activities and special events.
8. Responds to all member and community inquiries and complaints in timely manner.
9. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
10. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising efforts of the branch.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills

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required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. One to two years related experience preferred.
3. Minimum age requirement of 21.
4. Prior to or within 30 days of hire must complete: Child Abuse Prevention for Supervisory Staff; CPR & First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific certifications.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & 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.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____