

**Title:** Aquatics & Wellness Manager      **Exempt:** YES

### **POSITION SUMMARY:**

Under the general supervision of the Aquatics & Wellness Director, the Fitness & Wellness Manager is responsible for developing, organizing, planning and coordinating the fitness & wellness program, facilities and operations. The Fitness & Wellness Manager manages the fitness department, including group fitness and community education. Management includes hiring/firing, supervising, organization, policy recommendations, program evaluations, and general organization of the fitness and wellness department.

### **ESSENTIAL JOB FUNCTIONS:**

- **Financial** – Manage the annual budget for the department. Seek resource development, fundraising, grants in conjunction with the Aquatics & Wellness Director. Evaluate research and purchase equipment for department to use.
- **Best Practices** – Plan, implement, promote and evaluate aquatics & wellness, group fitness, aerobic and other recreational programs designed to improve the quality of life and meet the needs of our general membership and community. Ensure that the fitness center & pool are safe and clean. Instructs classes. Performs routine maintenance. Maintain adequate records to evaluate, control and measure effectiveness. Represent the YWCA and maintain appropriate relationships with area organizations in the community. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, supervise, orient and evaluate staff and volunteers.
- **Communication** – Coordinate special projects and events. Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

### **EXPERIENCE REQUIREMENTS:**

One year experience in managing aquatics & wellness programs.

### **EDUCATIONAL REQUIREMENTS:**

- Bachelor's Degree in Recreation, Exercise Sports Science, Kinesiology from accredited college or university or two years' experience in working with aquatics & wellness programs. Relevant certifications and experience will be considered.
- Current CPR for the Professional Rescuer, First Aid, and Exercise certifications
- Current lifeguarding certification – or receive certification in the first 6 months
- Current Certified Pool Operator – or receive certification in first 6 months
- SilverSneakers certifications or receive certification in the first 6 months
- Other certifications as required (i.e. arthritis foundation, group fitness)

### **SKILLS REQUIREMENTS:**

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. QuickBooks, Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers.
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment

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- Working with senior management
- Responding to and resolving complex questions and concerns
- Ability to provide one-on-one education in an unbiased and nonjudgmental manner.
- Program planning, implementation and evaluation
- Special Event Planning

**WORK ENVIRONMENT:**

Typically works in a professional office environment and aquatics and wellness facilities.

**PHYSICAL REQUIREMENTS:**

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Physical ability to operate emergency exits and perform emergency procedures. Ability to respond to critical incidents and perform routine first aid tasks.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

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**Employee Signature**

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**Date**

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**Executive Director's Signature**

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**Date**