



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

## WELLNESS CENTER SERVICE COORDINATOR JACKIE & STEVE KANE PROGRAM CENTER

Join our dynamic team as a Wellness Services Coordinator at the Kane Center's Lifestyle Center, where you'll play a key role in transforming the health and wellness journey of our members and guests! In this exciting and rewarding position, be at the forefront of promoting a healthy lifestyle, ensuring a welcoming and clean environment, and supporting members in reaching their fitness goals through utilization of the Center. We're looking for a passionate, energetic, and self-motivated individual who is excited to make a positive impact on the lives of others. As part of a small, close-knit team, you'll have the opportunity to grow professionally while making a real difference in the health and well-being of the community.

### Starting Wage:

- Starting wage \$18-20/hour

### Hours:

- Full-time, mostly weekdays
- 40 hrs/wk, flexible scheduling

**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 Kane Center. This is a full-time, on-site position with great opportunities for personal and professional growth!

Please visit [doorcountyyymca.org](http://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](http://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-Kane Center**      Job Code: NDPSC  
FLSA Status: Full Time/Hourly (40 hours/week)      Job Grade: Grade 7  
Reports to: Youth and Healthy Living Director      Revision Date: 2/24/25  
Leadership Level: Team Leader      Department: Healthy Living

### **POSITION SUMMARY:**

Under the guidance of the Youth and Healthy Living Director and in alignment with the policies of the Door County YMCA, the Wellness Services Coordinator is responsible for overseeing the member and guest experience in the Lifestyle Center at the Kane Center. The Coordinator will manage daily operations of the center, develop and implement wellness services, lead staff, manage the Personal Training program, teach classes, and support the overall healthy living initiatives at the branch. Key responsibilities include promoting the center's use, conducting orientations, maintaining center cleanliness, and coordinating equipment maintenance protocol. Successful candidate will be a friendly, self-motivated, passionate individual who seeks to help members and guests improve their lives through health and fitness. As this is a small branch, the Coordinator may also assist with youth programming or member services as necessary. Due to the nature of this work, this is an on-site position.

### **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. Be knowledgeable about all YMCA programs, policies and procedures to enforce and/or promote to members and guests. Dispense accurate and timely information regarding the YMCA. Connect members with programs and services that support their identified goals.
3. Model, implement and enforce cleaning and safety protocol in the workout centers, and overall facilities, to support member safety and elevate member satisfaction. Work closely with Building Services Director to communicate needed repairs and ensure equipment is well-maintained and safe, or take it out of service.
4. Manage the LifeStyle Center orientation and Personal Training process, ensuring that new members are acclimated to their membership and make the connections necessary to feel supported in this process.
5. Instruct participants and train instructors safely and effectively on strength and aerobic equipment in the Lifestyle Center and Free Weight Room. Assist participants with their programs by actively correcting form, speed of movement, and positioning.
6. Under guidance of the Director, research, develop, implement, and manage programs which promote use of the Wellness center. Implement quarterly member engagement initiatives to motivate participants and increase participation in the wellness areas.
7. Teach healthy living classes as necessary and scheduled. Work to obtain Personal Training certification and begin training clients.
8. Assist Director in managing staff and volunteers including substitutions, administrative duties, hiring, training, and/or mentoring.

**DOOR COUNTY YMCA** [www.doorcountyyymca.org](http://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. Establish and enforce Best Practices across the organization.
10. Understand and effectively use various software programs to support program and membership offerings, manage income and expenses, and track human resource utilization. Help other staff and members also utilize and access these programs.
11. Using Listen First skills, set, model, and exceed member service expectations (both internal and external).
12. Foster relationships with managing staff across the organization. When feasible, work to collaborate, communicate and understand procedures to support consistency and quality across the organization.
13. Support collaborative relationships with community organizations; promote the YMCA as a community partner. Develop and strengthen relationships to build program and membership awareness and increase referrals.
14. Assure own professional growth through reading, study, and conference attendance.
15. Exemplify, promote and incorporate Y mission and values in all aspects of job performance and relationships.
16. 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. Have a general interest in healthy living and the desire to serve and support others.
3. Willingness to do what it takes to create a welcoming, well-maintained, and safe environment.
4. The desire to work with participants of all ages and abilities. Must demonstrate skills in working with and motivating people in a positive manner.
5. Strong verbal and written communications skills, particularly the ability to read, analyze, write, and edit reports.
6. Ability to meet deadlines, as well as the ability to collect data, establish facts and solve problems.
7. Ability to develop and use spreadsheets and standard business software systems.
8. Ability to work within an established budget.
9. Must obtain CPR/AED for Professional Rescuers and First Aid Certificates within 90 days of hire; keep current.
10. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
11. Complete New Employee Orientation within 30 days of your hire date.
12. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.
13. Willingness to obtain (and keep current) position specific trainings such as 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) and Foundations, Wellness Center at the Y, Group Exercise at the Y, Foundations of Strength and Conditioning at the Y, Silver Sneakers and others as deemed appropriate. Continuing education credits will also be necessary on a continual basis to keep certifications current.

**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. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
3. Position requires the ability to perform physical activities with considerable use of arms and legs, while moving entire body over a period of time. The employee frequently is required to stand, sit and reach, and must be able to move around the work environment.
4. Position requires the ability to engage in physical activity and lift and/or move up to 50 lbs.
5. The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

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Employee's name

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Employee's signature

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Today's Date