



CATSKILL RECREATION CENTER

651 County Highway 38, Arkville, NY 12406

845-586-6250 (Fax 3511) www.catskillrecreationcenter.org

POSITION: Wellness Coordinator

TYPE: Part-Time

SUMMARY

Under the supervision of the Assistant Executive Director, this position is responsible for increasing the health and wellness of our members and the community by planning, promoting, and implementing programs that address the targeted health and wellness needs of the residents in this region. A key component of the role is to maintain the SWEAT values of the CRC amongst the current and future staff.

S.W.E.A.T.

Safe - Safety is our top priority. We're proactive, vigilant and responsive.

Welcoming - We aim to make everyone feel a sense of belonging, by being kind, friendly and approachable.

Encouraging - We actively support and inspire members to reach transformative fitness and wellness goals.

Accepting - We treat everyone with respect, creating an environment that is inclusive, diverse and accessible.

Together - We're a team that communicates effectively. We work hard and support each other.

ESSENTIAL RESPONSIBILITIES/PRINCIPAL ACTIVITIES

Outcomes

1. The CRC website and social media will have a comprehensive and up-to-date class schedule
2. New high-quality classes and events will be researched and recommended to the AED.
3. The CRC will offer a diverse range of personal trainers.
4. Youth and school groups will be participating in CRC programs.
5. Wellness/public health program implemented with local health providers.
6. CRC will apply for all available wellness/public health grant opportunities.

Authorities

- Design and management of Fitness and Wellness Programs, including recruitment of instructors and trainers, scheduling, and promotion.
- The management of Wellness Events, including recruitment of volunteers, scheduling, and promotion.
- Post wellness content to CRC social media accounts.
- Update information on digital screens within the facility.

Duties

Programming

1. Develop group exercise classes and schedules that meet the needs of our members and guests.
2. Coordinate group exercise classes in the pool/gym.
3. Teach new classes and programs that help generate revenue.
4. Collaborate with local providers on Wellness/Public Health initiatives.
5. Work with local schools and youth programs to develop programs.
6. Work with the Aquatics Coordinator to plan and teach swim lessons.
7. Work with the Directors to plan special events such as bike events, running/walking events, and family programming.
8. Maintain files of all exercise instructors' training certifications.
9. Ensure that programs and class schedules are correct on the website, on any flyers, and at the front desk.
10. Ensure trainers and class teachers demonstrate CRC values.

Safety

11. Ensure that Wellness program areas meet all health and safety standards, including a clean environment, appropriate air temperature, equipment upkeep, and routine inspection of said areas and equipment. Advise supervisor of safety and repair needs and concerns immediately.

Administration

12. Participate in Staff Meetings, Board of Directors Meetings, and professional training as appropriate.
13. Maintain a professional image and manner consistent with the CRC mission and goals.
14. Assist in other program areas as needed.

Marketing and Promotion

15. Promote classes on the facility's CRC website, social media, and digital screens.
16. Maintain social media content strategy across all social media platforms.
17. Work with the Executive Director to update promotional material and newsletter

PHYSICAL DEMANDS

- Interact with members and staff.
- Able to teach exercise programs.
- Be able to lift up to 50 pounds.
- Ability to be active both on land and in the water.
- Able to multi-task and shift duties, e.g., from teaching a Wellness class to working on Excel spreadsheets while greeting customers and answering the telephone.

REQUIRED

- Three to five years of experience in Recreation Programming, Health and Wellness, and/or Aquatics.
- Strong background in positive customer relations.
- Experience creating Microsoft Word and Excel documents.
- Experience utilizing social media platforms.

DESIRED

- Lifeguarding experience.
- Personal Training Certification.
- American Red Cross Lifeguard Management Certification (will assist with training.)
- Water Safety Instructor Certification.

WORK ENVIRONMENT

- The noise level can be moderate to loud at times.
- Early morning, weekend, and evening work is expected, with the flexibility to fill in and assist when needed.

Please note:

- This description doesn't include everything: It doesn't list every task you might do on the job or mention every skill or qualification you might need.
- The description can change: The CRC can update this description later if the job changes, such as adding new responsibilities or requiring different skills.

For more information about the Catskill Recreation Center and its programs, go to catskillrecreationcenter.org or call Simon Orr at 845-586-6250.

Effective date: 03/10/24