



**Program Coordinator – Healthy Living
Westhills YMCA-YWCA (Langford, BC)**

Vacancies: 1

Position: Term-Casual Position (maternity leave coverage position)

Placement: August 2020

End Date: August/September 2021 (approximate)

Salary: \$39,658.58/year to start, increasing to \$41,641.60/year after successful completion of the probationary period.

Hours: 35 hours per week; Monday through Friday work week – specific schedule will vary, dependent on the needs of the department and program schedule.

Nature and Scope:

The Program Coordinator - Healthy Living schedules, organizes and supervises the operation of Healthy Living programs, including program recruitment and delivery of small group training programs tailored to members living with a specific chronic health condition and looking to improve and/or maintain their physical and mental health (currently includes facilitating both in-person and virtual sessions).

The Program Coordinator - Healthy Living plans, develops, implements and provides ongoing evaluations of safe, community-based exercise programs and the coordination of member care throughout the program while working within the Y community. This position will assist in the supervision, development and maintenance of a strong team of motivated Healthy Living fitness staff and volunteers and ensuring the delivery of leading-edge classes and events.

This role is classified as a casual/term position (providing maternity leave coverage). This position is entitled to an individual YMCA-YWCA membership.

Responsibilities:

- Organizes, schedules and supervises the operation of Healthy Living program sessions for members, staff and volunteers (finding staff/volunteer replacements as needed)
- Facilitates both in-person and virtual Healthy Living fitness classes
- Facilitates online/virtual leadership platforms for ongoing and future research projects
- Facilitates both in-person and virtual 'Intake Assessments' to the programs and 'Personal Coaching' sessions for members
- Applies principles of exercise physiology and kinesiology to individual participants through functional fitness exercises (does not prescribe exercises)
- Monitors the exercise environment for member safety and tailors exercise to the needs and level of the members in the group
- Provides safe group-based exercise programs, such as aerobic, strength, balance and flexibility exercises, and established progression of exercise training based on intake
- Provides ongoing psycho-social support during exercise, with follow-ups

- Continues to further knowledge of the chronic conditions through workshops, self-study and Y leadership opportunities
- Promotes, and where appropriate delivers Healthy Living/fitness workshops and programs [leadership role as both a Program Coordinator and “coach” for various ongoing research projects (via in-person and virtual platforms)]
- Ensures staff and volunteers have skills, resources, direction and support to provide safe, fun and educational Health Living programs
- Responds to and resolves member and community inquiries and concerns; making adjustments to procedures, programs and protocols as required
- Provides ongoing supervision of the program area ensuring proper behaviour, correct use of facility and that members are aware of and adhere to YMCA-YWCA policies and the member Code of Behaviour
- Ensures program updates are communicated in a timely basis via all mediums (website, registration software, bulletin boards, and others as appropriate)
- Provides day-to-day supervision, coaching and mentoring, scheduling of staff and volunteers
- Takes a leadership role in the recruitment, selection and training of new employees and volunteers, completion of performance reviews, and conflict resolution
- In conjunction with the Director of Operations, monitors and manages the relevant area budget
- Contributes as a member of the leadership team in the operation of the Branch
- Travels to various YMCA-YWCA of Vancouver Island locations and other external organizations (must have the ability to access reliable transportation)
- Maintains external relationships, connections, resource sharing with current active partnerships and community connections
- Provides ongoing research into potential future partnerships, research project opportunities and ideas for bringing the Y’s Healthy Living programs into the community
- Adheres to the Y’s COVID-19 Safety Plan procedures (including department-specific procedures and tasks)

Qualifications:

- University Degree or College Diploma in a related field (eg. Kinesiology, Exercise Physiology, Recreation Therapy), plus additional education/training in the chronic health field preferred
- Certifications – YMCA Personal Training certification and YMCA Group Fitness Certification (or equivalent certifications)
- 2 years of health and fitness program related experience; 2 years of experience supervising staff and volunteers; experience working with participants with a chronic condition
- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required
- Excellent customer service skills
- Strong computer skills (Word, Excel, Outlook); experience with a registration software is an asset
- Excellent oral and written communication skills
- Ability to work both independently and with others

Competencies:

- Commitment to Organization Vision and Values
- Customer Service
- Communication
- Teamwork
- Self-Management
- Problem Solving
- Planning and Organization
- Commitment to Health and Safety

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Application Deadline: Friday July 17, 2020 @12noon**
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Internal applicants are expected to inform their supervisor prior to application.**
- 4. We thank all applicants, but only short-listed candidates will be contacted.**
- 5. Scheduled interviews will meet physical distancing requirements and could include a virtual, telephone, or in-person interview.**

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.