



We build strong kids,  
strong families, strong communities

## Family Wellness Director Job Description

Send resume and letter of  
application indicating salary  
requirements to:

[jobs@meadowlandsymca.org](mailto:jobs@meadowlandsymca.org)

OR

PO Box 252, Rutherford, NJ  
07070

To thrive in this role, you will need to be able to work independently and as a team, communicate well and be super organized! We are looking for a motivated individual that loves working with children and families, has a proven track record in the delivery of Wellness Programs and believes in Healthy Living, as well as, the education of children and families in the areas of Nutrition and Physical Activity.

**Supervisor:** Executive Director

### **Qualifications:**

- Bachelor degree in Physical Education, Exercise Science or related field with experience in development and delivery of youth fitness/physical education programs.
- Excellent organizational, interpersonal and communication (verbal and written) skills.
- Ability to work in a team setting with both staff and volunteers, and the vision to see new opportunities and respond to them.
- Working knowledge of the IBM computer especially Microsoft.
- Demonstrate strong values of leadership and be a positive health and wellness influence and role model to participants, colleagues and staff.

### **General Responsibilities:**

- Advancement of the YMCA of the USA's Activate America agenda as the project manager.
- Coordinate the implementation of the evidence based CATCH Kids Club curriculum in the YMCA's after school Child Care, Kinderwrap and Camp programs.
- Development, delivery and supervision of youth and family fitness and nutritional education and activities, including collaboration with early childhood education, after school directors, staff, and community partners.
- Responsible for overseeing the overall organization, implementation, administration (including supervision of staff), promotion and evaluation of Family Wellness Programs.
- Development of a Youth Wellness Center from conception to implementation.

### **Responsibilities:**

- Implementing the CATCH program into the School Age Child Care - After Care and Before Care Programs. Including working with the schools and the CATCH program, training staff, securing CATCH program equipment, delivering hands on instruction at several after school sites, conducting evaluations (BMI and SOFFIT), etc.
- Cultivating and implementing new innovative programs that help children and families increase their daily physical activity and learn healthy eating habits and nutrition, as well as, develop a positive cash flow for the agency. Programs for the Preschool,

## Meadowlands Area YMCA

Main Office: 436 Ridge Road, North Arlington  
Mail: P.O. Box 252, Rutherford, N.J. 07070  
201-955-5300; Fax 201-955-2055  
[www.MeadowlandsYMCA.org](http://www.MeadowlandsYMCA.org)



## Family Wellness Director- Job Description (continued)

Parent/child, Youth, Adult, Senior and Corporate sectors.

- Implementing nutritional and physical education principles into all of the agency's existing programs.
- Establishing partnerships with community groups (schools, recreation department, etc.) that create program opportunities in the area of family wellness.
- Development of a Youth Wellness Center from conception to implementation.
- Coordinating with the Development Director to obtain health and wellness program funding through grants, government and corporate funds. Provide necessary information for funding reports.
- Developing budget request for program and non-program areas, personnel development and training. Administers approved budget for his/her area.
- Participating in the agency wide planning process. Consults with Executive Director in the planning for the program area, prepares studies that are needed for planning.
- Developing program objectives that incorporate the values of caring, honesty, respect and responsibility. Implement Activate America goals and objectives throughout all of the YMCA's programs.
- Developing public relations and communications strategies with the Director of Marketing related to health and wellness. Prepare and submit Press Releases, Ads, Fliers, Brochures, etc.
- Participating in the Bergen County Nutrition and Physical Activity Task Force.
- Writing and designing a quarterly Family Wellness Newsletter.
- Developing operating objectives, manuals/guidelines and training for programs. Recommends to Executive Director for approval and implementation into overall department plans. Conduct studies that support the programs goals and objectives.
- Staffing – including recruiting, interviewing, hiring, training, orientation, evaluation, scheduling and supervision of staff. Maintain staff files and approve and submit bimonthly of payroll. Supervise the development of lessons and recording of lesson plans by on site staff.
- Responsible for directing the registration process including: Collection of fees; and Collection and maintenance of up to date and complete participant files i.e. registration forms, emergency forms, attendance, sign in/out forms, etc.
- Establishing and organizes the Program Committees. Recommends to Executive Director individuals for program and leadership areas to serve in program committees.
- Developing and maintaining positive relationships with parents, staff, co-workers, and community organizations.
- Assisting in the operation of all fund raising and special events.
- Accepting any special projects.

**Hours:** Full Time exempt

**Compensation Package:**

\$35,000-47,000 - including Group Health Insurance- single (medical, dental, prescription, vision and life insurance)

Paid Holidays - 12 per year

Vacation - First year - After completing 90 days - One vacation day per month of service.

After first year - 10 working days per year.

YMCA Retirement Fund - (after qualifying period)

7% YMCA Contribution, 5% Employee Contribution (mandatory)

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