



**TITLE:** Wellness Coordinator

**REPORTS TO:** Program Director

**STATUS:** Full-Time, Hourly Non-Exempt \$18-22/hr BOE

**SCHEDULE:** School year: Monday 10:30am-6:30pm; Tuesday-Friday 12-8pm Summer: 8am-4pm  
(hours are subject to change based on school vacation schedule, summer, and program needs)

**PRIMARY FUNCTION:**

This Coordinator is responsible for the growth and development of the Wellness program for youth of all ages (Elementary, Middle and High School) at the Club. This role is an expansion of our previous Sports & Fitness Coordinator position to include a holistic approach to physical and mental health. This new position will create and implement a program model that focuses on: Health and Life Skills, Sports, Fitness, Recreation, Character and Leadership Development and Social Justice. Overall wellness, leading sports and games, relationship building, healthy competition, and program design are key elements of this role.

**KEY ROLES (Essential Job Responsibilities):**

***Youth Development***

- Create an environment that facilitates positive youth development
- Recruit members and promote the club
- Provide guidance and support as a positive role model
- Promote positive sportsmanship and competition
- Teach emotion regulation through mindfulness, experiential learning and other hands on techniques

***Programming***

- Effectively plan and implement a wide variety of athletic, recreation, and fitness age appropriate programs, services and activities for members that represent the core program areas listed above
- Develop seasonal schedule for the gym based on leagues and other events
- Work with fellow coordinators to ensure each age group is able to utilize the gym
- Organize sports leagues and tournaments
- Bring in relevant facilitators and guest speakers from the community
- Collaborate programs and events with staff from other departments, clubhouses, and community organizations including the Waltham Public Schools

***Safety***

- Implement practices to ensure physical, mental and emotional safety in program
- Supervise and discipline members within the gym as well as throughout the Club
- Maintain cleanliness of program area
- Maintain materials, equipment and other resources belonging to the program area
- Ensure safe athletic practices are utilized to reduce injuries
- Perform CPR/First Aid as needed
- Follow all up to date COVID-19 Protocols

***Organization***

- Maintain an environment conducive to learning and growth
- Complete necessary reports and attendance sheets
- Document incident/ accident reports when needed (IMR)
- Participate in outcome measurement processes and other evaluation programs including BGCA's annual evaluation tools
- Communicate with schools, and other community agencies as needed

**Leadership**

- Maintain close, daily communication with Club staff, Club members, and supervisor to receive/provide information, discuss challenges, explain or interpret guidelines/instructions; instruct, and advise/counsel
- Maintain contact as needed with external community groups, schools, members' parents and others to assist in resolving problems
- Recruit and supervise assistant, teen staff and volunteer coaches ensuring productive and effective performance

**SKILLS/KNOWLEDGE REQUIRED:**

- High School Diploma (or equivalent)
- Bilingual in English and Spanish preferred
- Direct experience developing and delivering wellness programming and coaching for 1st-12th grade students
- Minimum 1 year experience teaching and/or coaching youth sports
- Willingness to have fun, be engaging and hands on working with youth
- Strong interpersonal and communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- Ability to work with youth and families from a variety of backgrounds
- Ability to motivate youth and guide them to make good choices
- Culturally competent and flexible to the changing needs of a diverse community
- Be able to maintain larger crowds of youth
- Flexibility to work Club hours as seasons and service needs change

**ADDITIONAL RESPONSIBILITIES:**

- May oversee special programs and/or events and/or participate in the implementation of other Club-wide activities as necessary
- Ability to drive Club van preferred (requires valid Driver's License and clean driving record)
- Other related duties as specified
- Maintain current First Aid and CPR certification.
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check

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Employee Signature

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Date

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Supervisor Signature

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Date