

Senior Wellness Program Coordinator

REPORTS TO: Chief Operations Officer

EMPLOYMENT TERMS: FULLTIME

ORGANIZATION HISTORY AND IMPACT:

YWCA Northern New Jersey [NNJ] is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest and largest women's organizations in the nation, serving over two million women, girls, and their families.

YWCA NNJ has been at the forefront of the most pressing social movements for 160 years — from voting rights to civil rights, from affordable housing to pay equity, from violence prevention to health care reform. Today, we combine programming and advocacy in order to generate institutional change in three key areas: racial justice and civil rights, empowerment and economic advancement of women and girls, and health and safety of women and girls.

Today, YWCA NNJ is powering change by addressing the immediate needs of women and girls and the root causes of those needs. We pride ourselves on delivering services and programs designed to meet the unique requirements of local communities across our country.

YWCA NNJ is tackling the most challenging and pressing social justice issues facing our constituents:

- Working to end gender-based sexual harassment and violence.
- Providing affordable and educationally driven childcare and after-school programs.
- Increasing access for women and LGBTQ+ and other marginalized communities to fair workplaces, reproductive health care, and safety.

Our vision of a world where all women and girls are free ignites our collective imagination, guides our organizational practice, and is the constant benchmark we strive toward. In service of this vision, we lead strategic initiatives and policy campaigns to fight for the rights of women and girls, while centering people of color.

PRIMARY PURPOSE:

YWCA NNJ is seeking a Senior Wellness Program Coordinator responsible for leading the development and operations of the Senior Wellness Programs. The position will focus on building relationships in the community, increasing enrollment in all program areas, developing new programs, supervising staff.

RESPONSIBILITIES:

Reporting directly to the COO the Senior Wellness Program Coordinator will play an important role in increasing the enrollment and participation of the Senior Wellness Program.

JOB DUTIES

You will create, plan, and implement health and wellness programs that promote an active lifestyle focusing on the adults over age 60 population. Manage and coordinates all current and future senior wellness programming.

Create and schedule classes, trainings, workshops and presentations for all virtual and in person senior wellness programs. Facilitate registration for all programs. Monitors zoom and in person presentations.

Work with HR to recruit/hire part-time staff and contractors, responsible for the supervision, and evaluation of all instructors.

Work with COO to submit and maintain funding, help create budgets, prepare reports, and present at internal and external grant meetings/committees.

Completes and submits all required paperwork (timesheets, staff payroll, monthly reports) and all reports as required.

Lead workshops and substitute classes when necessary (as appropriate) and assist in making sure all classes and workshops have coverage.

Ensure all data is entered into the SAMS system for all NJ/ County grants.

Maintains senior wellness mailing list and maintains good communication with all participants.

Develop and maintain relationships with NJDSS, Senior Center administration, participant groups and any other agencies related to assigned programs.

Visit senior center sites on a monthly basis to share the YWCA and other program information and enroll new participants.

Create and follow a marketing plan to engage in community outreach by visiting Senior Programs and NOR Communities on a monthly basis to share the YWCA services program information and enroll new participants

Keep a record of all site visits and outcome of visit

Evaluate and conducts performance appraisals for instructors on an annual basis.

Attend wellness fairs and events representing the YWCA, typically during non standard business hours

Keeps abreast of current trends in senior wellness by attending professional development trainings.

Collaborates with internal departments, such as marketing, grant management and external partners and allies in the development and implementation of strategies, plans, and business models

Work with COO to create bi-annual program participant surveys. Use data collected to change improve programs and create trainings

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree
- Minimum 2 years' experience working with a senior population.
- Must have strong knowledge of senior wellness, fitness, mental health issues.
- Excellent written and oral communication skills
- Excellent skills in performing administrative support functions requiring independent judgement, decision making and problem resolution.
- Must possess the ability to maintain confidentiality.
- Must be proficient with Microsoft Word, Outlook, and Excel, experience working with data collection systems (SAMS)
- Must work onsite at YWCA office at least once a week
- Must be self-motivated and organized with a strong ability to prioritize tasks.
- Must have excellent interpersonal skills
- Must possess the ability to take initiative
- Must be able to work independently and meet deadlines
- This position may be required to fill in for Fitness/Wellness Instructors, and must be able to move about freely, bending, lifting, stooping, kneeling, etc.
- Position is required to travel between senior centers and program locations and must have available transportation.

YWCA NNJ is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers and service partners. Therefore, YWCA employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.