



## YMCA OF THE NORTHWOODS POSITION DESCRIPTION

Job Title: ForeverWell Coordinator – Beck Family YMCA

FLSA Status: Non-Exempt Parttime

Reports to: Healthy Living Director – YMCA of the Northwoods **Revision Date:** 3/19/2026

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### **Position Summary:**

The ForeverWell Coordinator is a mission-driven, part-time leader responsible for designing, coordinating, and expanding high-quality wellness programs that promote physical, social, and emotional well-being for adults and older adults. This role focuses on holistic wellness initiatives including fitness, education, social connection, and lifestyle enrichment. The successful candidate fosters strong community partnerships, inspires participation, and creates positive, inclusive experiences for members and participants across all ForeverWell programs.

### **Qualifications:**

1. Minimum 1–2 years of experience in wellness, recreation, health promotion, or community-based program coordination.
2. Associate’s or Bachelor’s degree in health promotion, wellness, recreation, community health, or related field preferred (or equivalent experience).
3. Experience working with adult and/or older adult populations preferred.
4. Demonstrated ability to organize programs, manage logistics, and deliver exceptional customer service.
5. Strong interpersonal and communication skills; ability to engage participants, instructors, and volunteers.
6. CPR, First Aid, and AED certifications (or ability to obtain within 60 days).
7. Ability to work flexible hours including occasional evenings and weekends as required by programming needs.
8. Valid driver’s license and ability to travel within the service area for outreach and events.

### **Essential Functions:**

#### **ForeverWell Program Development & Coordination:**

- Plan, coordinate, and schedule ForeverWell programs including fitness classes, wellness workshops, social events, and educational offerings with assistance of the Health & Wellness Director.
- Support or facilitate wellness activities focused on movement, balance, brain health, nutrition, mindfulness, and social engagement.
- Ensure programs are inclusive, developmentally appropriate, and aligned with organizational wellness goals.
- Recruit, train, and support contract instructors, guest presenters, and volunteers as needed.
- Manage program registration, scheduling, participant communication, and equipment/supply needs.
- Evaluate programs through attendance tracking and participant feedback to guide continuous improvement.

#### **Participant Engagement (Adults & Older Adults):**

- Serve as a welcoming point of contact for ForeverWell participants and families.
- Create a safe, inclusive, and supportive environment that encourages ongoing participation and connection.
- Build meaningful relationships and serve as a positive role model for healthy living.
- Promote programs through outreach, calendars, flyers, social posts, and collaboration with internal teams.

#### **Community Partnerships & Outreach:**

- Build and maintain relationships with community organizations, healthcare providers, and wellness partners to enhance program quality and reach.
- Coordinate collaborative programs, guest speakers, screenings, and special events.
- Represent the YMCA at community events, meetings, and outreach opportunities to promote ForeverWell programs.

**Program Logistics & Operations:**

- Assist with budgeting, supply ordering, vendor coordination, and basic financial tracking for ForeverWell programs.
- Maintain accurate program schedules, records, and participation reports.
- Coordinate facility and equipment needs for wellness activities and events; assist with set-up and tear-down.
- Support seasonal, special, or pilot wellness initiatives as assigned.

**YMCA Competencies (Team Leader):**

Engaging Community: Builds bridges with others in the community to ensure the Y’s work is community-focused and welcoming of all, providing community benefit. Ensures a level of service and engagement that fosters loyalty among those we serve. Intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community. Identifies and builds relationships with internal and/or external partners or key stakeholders to support programs or projects. Builds effective teams and committees by fostering common vision and plans.

Program/Project Management: Ensures program or project goals are met and intended impact occurs. Translates organizational goals into executable plans with accountable staff and volunteers by defining tasks, milestones, and priorities for programs or projects. Delegates responsibilities and monitors progress towards goals. Follows fidelity, quality, and evidence-based standards of programs, projects, or the organization. Challenges inefficient or ineffective work processes and offers constructive alternatives. Follows through on commitments with an appropriate sense of urgency. Demonstrates flexibility when plans or situations change unexpectedly, effectively adjusting plans to achieve intended outcomes.

Developing Self & Others: Develops self and supports others(e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops staff and volunteers for success. Provides staff and volunteers with the support, time, tools, and resources necessary to set, meet or exceed goals. Coaches others for continuous development, including analyzing performance gaps, building development plans, delivering appreciative and developmental feedback, and aligning passions and career goals. Addresses sensitive issues, inappropriate behavior, or performance concerns to help the other person grow. Shares and employs new learning to improve staff and personal performance. Strives to understand and resolve conflicting feedback or ideas from multiple sources.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, speak and hear. Sitting, 50%, Walking and/or standing 50%. Lifting and/or moving occasionally up to 50 pounds.

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Employee

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Date

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Leadership Advancement Director

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Date