



POSITION DESCRIPTION

Title: **Wellness Specialist (Sports, Recreation & Fitness; Arts; Health & Life Skills)**

Work Schedule: Full time, exempt: To be scheduled generally Monday – Friday, between 9:00am - 6:00pm during Regular Program and 8:00am – 6:00pm for Intercession Program with occasional weekend responsibilities for training and special events.

Reports to: Unit Director

MISSION:

“Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens.”

PRIMARY FUNCTION:

Working under the direction of the Unit Director, the Wellness Specialist plays an essential role in providing diverse youth ages 6-18 fun, engaging learning opportunities that support them in developing **healthy lifestyles through activities that enhance their mental, physical, nutritional and social well-being and obtaining positive outcomes**, especially related to BGCMC’s three key youth impact areas: **Academic Success, Healthy Lifestyle and Good Character & Citizenship**. S/he accomplishes this by infusing five key elements for positive youth development into their work: 1) contributing to a **safe, positive environment**; 2) infusing **fun**; 3) ensuring supportive, **appropriate youth development relationships** are cultivated; 4) providing ample **opportunities** for youth to acquire experiences that knowledge, attitude, behaviors and skills necessary for success in life and establishing and reinforcing **high expectations** for youth capabilities; and

S/he is responsible for supervising Staff and Volunteers in cultivating mentoring relationships with youth that encourages the youth to fulfill their potential while delivering outstanding, impactful Sports, Recreation & Fitness, Arts and Health & Life Skills programming at an assigned Club Unit and at selected outreach sites (e.g., local schools). S/he is also directly responsible for cultivating mentoring relationships with youth as well as facilitating programming directly. Examples of programming include: a wide range of recreation activities including tournaments (e.g., billiards, foosball, table tennis, etc.), sports leagues and fitness activities, fine arts, visual and public arts, digital arts, performing arts, crafts, creative writing, BGCA evidence-based prevention education programs (e.g., SMART Moves), service learning projects, cooking classes, health fairs, parent/family classes and events, including National Boys & Girls Clubs of America strategies and targeted programs.

Additionally, the Wellness Specialist supervises and maintains a safe, well-organized environment conducive to learning that is also fun, engaging and maximizes Member attendance, participation and learning specifically in the the Gymnasium (which includes a Weight Room and Exercise Center), the Activity Center, the Arts Center and designated locations of related programming within the Club facilities and outreach locations. S/he is a team player and supports the youth development work of other BGCMC departments as assigned.

KEY ROLES/RESPONSIBILITIES:

1. Prepare Youth for Success

- Learn names of Members and develop positive relationships with youth;
- Know and implement the youth development strategies to assist Members and other youth served in achieving Boys & Girls Clubs Youth Development Outcomes;
- Recruit Members and other youth served of all ages into Sports, Recreation & Fitness ,Arts; and Health & Life Skills activities;
- Provide positive guidance, discipline, mentoring and role modeling to Members and other youth served;
- Adhere to Nutrition Policy guidelines when food preparation and service is involved;
- Maintain positive relationships with community partners in collaboration with the BGCMC;

- Supervise Members on field trips;
- Utilize BGCMC Incentive System effectively (e.g. awarding Boys & Girls Club Dollars);
- Respect confidentiality of Members, employees, volunteers and information;
- Develop and implement fun, safe and impactful sports, fitness and recreation; arts and health and life skills programming and activities which will attract participation by Members of all genders, ages and backgrounds;
- Instill a sense of sportsmanship, teamwork and fair play in members as well as staff during programs and activities;
- Organize weekly intramural team sports leagues for boys and girls of all backgrounds which encourage teamwork and fairness;
- Strive to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skills with Members, other youth served, peers, superiors, parents, volunteers, and the general public;
- Contribute to successful implementation of policies and procedures, professional standards and communication throughout the Boys and Girls Clubs of Monterey County.
- Supervise assigned Staff and Volunteers in providing excellent service to Members and assisting them in understanding and adhering to BGCMC policies and procedures.

2. Assist with Planning, Implementing & Evaluating Programming and Curriculum

- Implement Sports, Recreation & Fitness, Arts, and Health & Life Skills programming, including tracking participation and youth progress, to achieve BGCMC Mission and goals;
- Provide daily activities and monthly opportunities for Members to display their art work and/or perform within the Clubs and in the community (e.g., exhibits, talent shows, plays, poetry readings, etc.);
- Plan and offer daily physical education activities which support the development of fundamental motor skills needed for different sports;
- Plan and provide daily opportunities for non-competitive physical education activities which appeal to girls and boys of all ages and backgrounds;
- Arrange for Members to have opportunities at least quarterly to interact with and/or observe professional artists (e.g., fieldtrips to the theater, ballet, trips to artists' studios, museums, sporting events, etc.);
- Facilitate and support Program Assistants and Volunteers to implement Boys & Girls Clubs of America curriculum and programs (e.g., *Project Learn, Fitness Authority, Triple Play, CATCH, P.L.A.Y. Daily, Digital Arts Festivals, ImageMakers National Photography Program, and Fine Arts Exhibit Program*);
- Contribute to quality improvement by monitoring and evaluating program achievement against target goals and recommending modifications that respond to Member needs and interests;
- Participate in the setting and achievement of organizational goals, including providing verbal and written reports on progress in achieving goals;
- Assist with planning, organizing, implementing and evaluating School Intersession programs; and
- Assist in planning and facilitating events and activities to enhance Members' knowledge, understanding and skills (e.g., guest speakers, field trips, health fairs, special events, etc.).

3. Ensure Safety, Cleanliness and Order of Program Spaces

- Maintain safety, order and cleanliness in all locations of assigned programming as well as generally throughout the Club Unit;
- Drive an environment that insures the health and safety of members by monitoring the Program areas, maintaining a high degree of awareness, using good judgment and enforcing rules fairly, firmly, consistently and kindly;
- Ensure a positive club climate by utilizing the youth development strategy (i.e., instilling a sense of belonging, competence, usefulness, power and influence), ensuring engagement of Members, using positive discipline and conflict resolution approaches;
- Ensure proper care of Boys & Girls Clubs property and ensure equipment is in good working condition (tables, computers, books, CD-ROMS, magazines, equipment, etc.) by identifying and addressing anything out of order; and
- Assess program needs, maintain inventory and recommend requisitions for materials and supplies as needed.

4. Manage Program Assistant Staff & Volunteers

- Recruit, train, schedule and supervise assigned Program Assistants and Volunteers, providing ongoing feedback and identifying and supporting professional development opportunities;

- Maintain close, daily contact with Club Members and Staff (professional and volunteer), to receive and provide information, discuss issues, explain guidelines/instructions, advise and manage performance;
- Assist Unit Director with scheduling of assigned areas, including arranging guest speakers and others making presentations to members and/or staff; and
- Meet with assigned staff on a weekly basis;
- Insure that established Boys & Girls Clubs youth development strategy is implemented and rules and policies are enforced; and
- Perform other duties as assigned.

5. Collaborate With Internal and External Partners

- Attend and facilitate meetings within BGCMC;
- Serve as a full team player and contribute to the success of other BGCMC Departments;
- Provide stewardship to maintain and deepen relationships with neighborhood K-12 schools, local colleges and universities, community organizations and businesses as well as with Member families to enhance programming that supports BGCMC goals; and
- Attend meetings in the community.

6. Budget and Manage Administrative Systems

- Recommend requisitions to supervisor for approval and manage resources wisely; and
- Complete and submit written reports; manage files and handle clerical functions to support achievement of work.

EXAMPLE DAILY DUTIES:

- Deliver outstanding fun and impactful Sports, Recreation & Fitness, Arts, and Health & Life Skills programming with emphasis on nutrition, physical activity, and personal wellness for youth and families.
- Oversee daily supervision of programs and activities, managing situations correctly, with attention to being fair, firm, consistent and kind.
- Facilitate programming in assigned area(s), ensuring safety of Members at all times.
- Oversee daily member property storage and retrieval transactions, including managing situations involving missing items appropriately.
- Ensure execution of scheduled large and small groups activities at the scheduled times with a high level of excitement and order.
- Assist Staff and Members in learning how to use equipment properly.
- Assist in ensuring and providing proper care and maintenance for equipment and other assigned resources.
- Provide supervision and leadership for Sports, Recreation & Fitness, Arts, and Health & Life Skills program and areas.
- Conduct group tours of the building, effectively explaining programs and services offered.
- Supervise assigned Staff and Volunteers.
- Adhere to BGCMC policy, procedures and safety and sanitary standards.
- Provide timely reports related to Members (e.g., track participation), Staffing (e.g., performance, schedules), Programming (e.g., recommending adjustments to schedule and activities, requesting supplies, etc.) & Facility (e.g., safety matters, maintenance requests).
- Serve as a positive force in the organization and achieve a high standard of professionalism and customer service through effective communication, personal motivation, and interpersonal skills with Members, peers, superiors, parents and the general public.
- Perform other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

Essential Working Relationships:

- Internal - Maintain close, daily contact with Club Members, Staff (professional and volunteer), to receive and provide information, discuss issues, explain guidelines/instructions, instruct and advise.
- External - Maintain contact with external stakeholders, including: Members' Parents/Families, schools and institutions of higher education, other youth serving organizations, businesses and community groups to support fulfillment of BGCMC Mission.

Environmental and Working Conditions:

- This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment. Occasional travel between Club sites is required.

Physical and Mental Requirements:

- Demonstrated ability to:
 - Maintain a high energy level.
 - Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
 - Effectively communicate with a variety of audiences in various settings.
- Must have a reliable and accessible mode of transportation to commute occasionally between Club sites.

Maintain and uphold the eight attributes of integrity:

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|---|--|
| <ol style="list-style-type: none"> 1. CHARACTER:
Consistency between word and deed 2. HONESTY:
Truthful communication 3. OPENESS:
Operational transparency 4. AUTHORITY:
Employee encouragement | <ol style="list-style-type: none"> 5. PARTNERSHIP:
Honor obligations 6. PERFORMANCE:
Accountability throughout the organization 7. CHARITY:
Generous community stewardship 8. GRACIOUSNESS:
Respect and discipline |
|---|--|

Supervisory Responsibilities

- Provide direct and indirect supervision to part time youth development professionals.

QUALIFICATIONS REQUIREMENTS:

Minimum Qualifications:

- Successfully complete pre-employment background check and drug testing;
- A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders;
- Associate's degree or equivalent post-secondary education/certification in related field. (Additional years of experience may substitute for an equal number of years of education);
- A minimum of three years of youth development work experience;
- A minimum of one year experience supervising and managing performance of Staff and/or Volunteers;
- Excellent interpersonal, oral and written communication skills; and
- Exceptional ability and aptitude to make correct decisions within established policies and commitment to adhere to BGCMC [Minimum Standards and Expectations](#) of All BGCMC Staff.

Specialized Skills Required:

- Ability to perform responsibilities and adapt to changes in a highly interactive, energetic environment;
- Confidence and competence in effectively addressing conflicts using a youth development approach;
- Content knowledge, experience and ability to implement and to offer a wide variety of high-quality, engaging and fun youth development programming addressing diverse youth interests and needs that foster their attainment of positive Wellness outcomes;
- Experience cultivating positive coaching, teaching, mentoring or role-modeling relationships with youth between the ages of 6-18 years old;
- Ability to supervise youth, staff and volunteers, and provide positive direction, discipline and performance management;
- Competence in utilizing technology to maximize workplace efficiency and youth development programming; and
- Must have access to own transportation.

Highly Desirable Qualifications:

- Oral and written fluency in Spanish and English;
- Extensive knowledge of and participation in a wide variety of sports and recreational activities;
- Experience in planning, implementing and assessing youth activities;

- Proven knowledge, understanding of youth development &/or educational work with youth, families and organizations of Monterey County communities, especially those located in the Salinas Valley and on the Monterey Peninsula;
- Bachelor's degree in Health Education, Arts Education or other related field;
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook and Internet Explorer, Adobe Photoshop & Illustrator;
- Class B License (must be obtained within 90 days of employment if not held at time of employment); and
- First Aid & CPR Certification (must be obtained within 60 days of employment if not held at time of employment).

COMPENSATION:

Salary range begins at \$33,280 based on qualifications. Paid benefits package including accrual of up to two-weeks paid vacation, Medical, Vision, Pension and 403(b) Plan Investment Options. Professional development opportunities are available contingent upon funding and approval. This position is classified as exempt and as such is not eligible for the overtime provisions of the Fair Labor Standards Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

Incumbent

Date

Approved by:

VP of Impact Advancement

Date