

Recreation and Wellness Director Job Description

General Description:

Manages, directs and coordinates recreational programming for **adults 60 and older**. Ensures high quality programs and establishes new programs and increased membership retention plans. Acts as an ambassador of Four Pointes promoting Four Pointes mission.

Essential Duties and Responsibilities:

Agency Leadership:

- Member of the management team
- Acts as a representative of Four Pointes in the community promoting Four Pointes mission
- Assists in creating and implementing procedures and policies for the agency
- Advocates and provides guidance in setting agency direction and mission for the future
- Attends monthly Board Meetings
- Serves as a Four Pointes liaison to community partners
- Plans and creates with Executive Director the annual agency budget
- Budget oversight and responsibility for Wellness Department expenditures
- Oversees Four Pointes marketing of agency

Administrative:

- Develops and implements recreation and wellness activities at Four Pointes Center
- Collaborates with Operations and Events Manager to supervise Wellness Center volunteers, Telephone Reassurance Volunteers and special event volunteers
- Manages Telephone Reassurance Program
- Acts as a consultant for senior recreation with area agencies
- Recruits, hires, trains, develops, schedules and directs personnel, independent contractors, onsite AgeWell personnel and volunteers as needed
 - Reviews and evaluates staff/volunteer/independent contractor performance
 - Reviews and approves independent contractor invoicing
 - Quality control of front desk performance
- Compiles program statistics, including member surveys. Monitors and evaluates the effectiveness of and participation of programming
- Serves as a liaison for the Wellness Center members
 - Assists in resolving wellness center complaints and conflicts with members and volunteers
 - Receive and resolve member suggestions, comments and complaints regarding the Wellness Center
- Assists in the marketing development, marketing events, and distribution of program information

working in collaboration with the Operations and Events Manager

- Ensures that Four Pointes program standards are met and safety procedures followed
- Facilitates collaboration with ambassador council
- Assist with the design and marketing of events
- Attend external business events as necessary
- Attend and participate in trainings, in-services and meetings
- Manages daily facility operations and maintenance
- All other duties assigned by supervisor

Qualifications:

- Proficient in Microsoft Office (Word, Excel)
- Innovative
- Bachelor's degree in recreation, health sciences, wellness, nutrition, kinesiology, or related field of study required
- Understanding and/or experience working with elderly population, preferred
- Thorough, efficient and flexible, able to work independently
- Ability to maintain accurate and organized records
- Must be friendly and demonstrate a caring attitude at all times
- Punctual and able to work scheduled hours
- Professional and ethical conduct is required at all times
- Administrative assistance experience is necessary
- Must have valid Michigan driver's license and reliable transportation
- Must possess a cell phone

EDUCATION and/or EXPERIENCE

A Bachelor's degree from a four-year college or university in Public Health, Community Health, Therapeutic Recreation, Health Science or a related field or one to two years related experience and/or training; or equivalent combination of education and experience. Experience in wellness/fitness programming and facilitating small groups. Supervisory experience preferred. Excellent written and verbal communication skills. CPR/AED/First Aid Certified

Direct Reports:

- Wellness Center Assistants
- Program Instructors

Position Reports To:

- Executive Director

Position Status:

- Full time, 40 hours per week, exempt

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 talk and hear. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand and walk.

While performing the duties of the job, the employee is required to lift and/or move up to 20 pounds. The employee must be able to travel in all kinds of weather and have reliable transportation.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Employee Signature	Title	Date
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Supervisor Signature	Title	Date
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