Title: Wellness Coordinator/Wellness Coach

Function: Under the direction of the Wellness Director of the Center for Balance, Mobility and Wellness, assist in developing and implementing wellness programs that help CBMW members as well as community members of the North Shore improve their overall health and fitness, become/remain independent and achieve their wellness goals. Full time hourly (40 hours/week),

Description of Duties and Tasks:

Essential Responsibilities:

1. Motivate and assist members in the wellness program to achieve their fitness related goals.
2. Actively promote personal training services, CBMW membership programs and class options throughout daily interactions
3. Lead facility tours for prospective members as needed/required
4. Assist Wellness Director with administrative tasks as directed, including billing, scheduling, member stewardship, member engagement, recruitment and satisfaction tasks/initiatives membership reports and marketing.
5. Communicate effectively with office staff and our physical therapy team, including the Center’s Clinical Manager, Clinical Director and all therapists.
6. Assist wellness leadership staff in recruiting and training student volunteers and interns with the goal of providing an impactful learning environment.
7. Assist in the creation, development marketing of new programming, including instruction of new/existing wellness classes
8. Maintain overall cleanliness and safety of the Center, including daily upkeep and general cleaning duties of the wellness floor and various workout areas, physical therapy treatment rooms, front office area, restrooms, and outside spaces.

Required Knowledge, Skills and Abilities:
In order to fully perform the above functions, an individual must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Must hold a Bachelor’s Degree in related field such as exercise physiology, kinesiology movement science or possess equivalent experience with professional certification(s) and possess or be able to obtain a nationally recognized personal trainer certification within 6 months from date of hire.

3. Candidate should be highly independent with excellent written and verbal communication skills.

4. Certified in CPR

Position Code: BAL-AID-1
Grade: 3
FLSA Status: Non-exempt