

# Neighborhood Club Position Description



**Position:** Youth Program and Wellness Coordinator, Full-Time

**Salary:** Commensurate with experience; plus benefits and access to facility amenities

**Application Deadline:** Position open until filled

**Required application materials:** Cover letter, Neighborhood Club application and resume to: Executive Director, 17150 Waterloo Street, Grosse Pointe, MI 48230 or email to [stu@neighborhoodclub.org](mailto:stu@neighborhoodclub.org)

## **Position Summary**

Under the supervision of the Wellness Program Supervisor, the Youth Program and Wellness Coordinator is a positive, welcoming team player dedicated to creating high-quality experiences for members and guests.

## **Responsibilities**

- Fitness Coaches: Oversee and train Fitness Coaches
- NC Fit Academy: Oversee and train NC Fit Academy instructors to ensure high-quality youth programming (October – May)
- Fitness Assessments & InBody: Conduct fitness assessments, equipment orientations, and InBody body composition analyses
- Birthday Parties: Direct all aspects of the birthday party program, including staff supervision, equipment logistics, and guest relations to provide a positive experience (September – May)
- Family Fun Nights: Design and execute monthly Family Fun Nights by coordinating themed activities and managing event logistics (January – March)
- Parents' Night Out: Supervise Parents' Night Out program by creating a safe, structured, and entertaining environment for children while providing a trusted childcare solution for members.
- Kids Club Assistant: Support the planning and daily operations of Summer and School Break Kids Club, ensuring participant safety, and effective communication with parents and staff. (Winter, Midwinter and Spring breaks; Summer break June – August).
- Miscellaneous assignments as determined by immediate supervisor or designee.

## **Qualifications**

- Includes working some evenings, weekends, and holidays, as needed.
- Possess exceptional customer service and motivation skills.
- Must have good communication skills (oral and written).
- American Red Cross First Aid/CPR/AED certification (or obtained within three months)
- Personal Training/Group Exercise certification preferred.

## **Requirements**

- Minimum 18 years of age
- Prefer at least 2 years of program management
- Bachelor's Degree preferred
- Must pass a background check as conducted by Neighborhood Club staff

## **Employee Perks**

- Neighborhood Club Membership
- Flexible schedule
- Community Impact

## **Our Story**

The Neighborhood Club is a non-profit servicing the Grosse Pointe communities (population of approximately 50,000) since 1911. The Neighborhood Club opened a new Recreation and Wellness Center in January 2013. The 48,051 square foot facility has a fitness center, fitness studio, gymnasium, indoor pool, locker rooms, preschool, multi-purpose community room, rowing, cycle studio, Sports Enhancement Center, and two training/conference rooms. Corewell Health is a long-term tenant in the facility occupying approximately 25% of the building space; to provide adult physical therapy and services for children with special needs. The Neighborhood Club also operates a Thrift Shop at an offsite location.

*The qualifications and descriptions as listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other related selection or promotional criteria.*