Job Title: **Chronic Disease Prevention Coordinator**
Work Week: 25-29 hours
FLSA Status: Non-Exempt
(Potentially a full time position in 2016)
Reports to: Director of Program Development
Revision Date: September 2015

**POSITION SUMMARY:**
Implement the YMCA’s Diabetes Prevention Program and LIVESTRONG Program, supervise daily operations related to the program, provide support and guidance to team members, and ensure that the program achieves quality performance outcomes. Cultivates relationships with community health organizations. Creates connections between staff, members, program participants and volunteers.

**ESSENTIAL FUNCTIONS:**
1. Positively models and reinforces YMCA’s core values, mission statement, and relationship-building skills in all interactions.
2. Recruits, hires, trains, develops, and directs personnel and volunteers as needed. Holds staff accountable for high-quality results using a formal process to measure progress. Reviews and evaluates staff performance, job descriptions, and wage schedules. Develops strategies to motivate staff and achieve goals, while ensuring continuing education (when applicable). Provides staff with feedback, coaching, guidance, and support.
3. Assists in developing, implementing, and managing operating plans to promote program growth. Manages, directs, and coordinates programs including recruit, screen and register eligible participants into YMCA’s Diabetes Prevention and LIVESTRONG Programs. Regularly analyzes programs data and audits programs to ensure they meet Association benchmarks, quality performance standards and compliance. Fosters a climate of innovation. Assists in marketing and distribution of program information and materials. Serves as spokesperson and primary contact for these programs. Expands program awareness within the community in accordance with strategic and operation plans.
4. Assists in developing, implementing, and managing membership growth strategies for the YMCA. Assists with retention and commitment of program participants. Executes strategies to ensure that members connect with one another and connect with the YMCA through helping to form small groups. Responds to all member inquiries and complaints in a timely manner and works to resolve problems to ensure member satisfaction and promote customer service.
5. Effectively creates and manages budgets. Maintains accurate records. Identifies significant business, financial, and operating risks and financial irregularities, and communicates information to management. Ensures program operates within the budget.
6. Establishes relationships and serves as a liaison, ambassador, and advocate for the YMCA’s Diabetes Prevention and LIVESTRONG Programs within with public health, physician, and payer communities and other referral networks to enhance awareness of and referrals to the program. Respond to inquiries from the general public and members of the public health, physician and payer communities about the programs. Assist senior Y leaders in leveraging relationships with stakeholders for the benefit of the program. Engage senior Y leaders to be ambassadors and advocates for the YMCA’s Diabetes Prevention Program in the community.
7. Performs all other duties as assigned by the Director of Program Development.
YMCA JOB DESCRIPTION FOR CHRONIC DISEASE PREVENTION COORDINATOR

YMCA COMPETENCIES (Team Leader):
Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:
1. A commitment to and supports the Y mission and more specifically, the vision and goals of Activate America’s focus on health seekers;
3. Must have outstanding oral and written communication skills with strong training (large and small group presentations) and organizational skills with a passion for data and details;
4. Flexibility and the ability to build strong relationships, inspire confidence, and work effectively with a wide variety of stakeholders (physicians, public health officials, employers, payers, health seekers, and senior Y leaders and lifestyle coaches);
5. Ability to maintain good working relationships with staff, volunteers, clients, and others;
6. Available for a flexible work schedule including mornings, afternoons, evenings, and weekends.
7. Must be available for travel to training on October 1-2, 2015.

SEND APPLICATIONS TO:
Fond du Lac Family YMCA
Kristel Lougher, Human Resources Director
employment@fdlymca.org
90 W. 2nd Street
Fond du Lac, WI  54935

WAGE: $12.50 – 16.50 per hour

The Y: We’re for youth development, healthy living, and social responsibility.