

# Adult Fitness & Wellness Coordinator

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**Position Description.** The NECC is a vibrant, non-profit community center located smack dab in the heart of Hollywood (Portland, that is). Our mission is to help families and individuals achieve their wellness, recreational, learning and cultural goals while being part of a diverse and welcoming community. We want to add a passionate and collaborative person to help us build community through adult fitness and wellness (and enrichment) programming.

## What's the job?

We already have a great schedule of classes, fantastic instructors, certified personal trainers, and Members who love what we offer: full body fitness classes, Zumba, yoga, active older adult classes, Tai Chi, senior water workout, small group and personal training, and lots more. (For a full list of classes, see [necommunitycenter.org/fitness-class-schedule/](http://necommunitycenter.org/fitness-class-schedule/) and [necommunitycenter.org/pool-schedule/](http://necommunitycenter.org/pool-schedule/)). We offer these classes in our “historic” facility (former YMCA with a cozy gym, yoga/multipurpose room, and weights/ cardio equip) and our Annex, a 4500 sq/ft facility well-outfitted for personal/small group training and group classes.

Working under the direction of the Executive Director and in cooperation and coordination with other Supervisory Program staff, you will be responsible for all aspects of our adult fitness, wellness, and enrichment programming:

- Recruit, train, supervise and evaluate staff and all related HR functions (it's the paperwork & monitoring stuff);
- Ensure exceptional programming that supports health and wellness (at the community and individual levels);
- Do the numbers - establish an annual budget with the ED and operate effectively within that budget;
- Communicate with participants (let them know the good stuff; listen to them about the bad stuff);
- Ensure the physical space is kept in good condition – you don't have to do the maintenance, but you will identify any issues and communicate within established channels to get things back on the right track;
- Work cooperatively with other NECC staff to effectively communicate with members about classes, identify marketing and promo needs for classes and activities, and help make this happen.
- Expand offerings (within budget) to support our community-based mission and attract new participants; and
- Do a whole lot of other little stuff related to adult programming.

## What skills and experiences are we looking for?

First and foremost, our ideal candidate has a passion for building community and a vision for supporting the health and wellness needs of the diverse population in the NECC's service area. You should also have: excellent organization and communication skills; experience in Adult programming or working with Adults in a recreational, fitness, or wellness setting; and a passion for service. We would love for you to have a personal training or group training certificate (or be prepared to earn one). It would also be helpful if you can jump in as a sub or you previously supervised people.

## The Important Fine Print

- This is a part-time, 15-20 hour/week position. There are opportunities to teach fitness classes and build a personal/small group training practice for an additional 15-20 hours/week.
- Your time needs to be flexible (enough) so you can regularly interact with your staff and other Supervisors.
- We value a diverse environment and encourage people of all ages and cultural backgrounds to apply.
- Starting hourly wage –\$18-\$21/hr, DOE
- Want to apply? Send us your resume and a cover letter telling us all the great things about you and why your passion and experience are right for this position. [jobs@necommunitycenter.org](mailto:jobs@necommunitycenter.org). No phone calls please.