Job Title: ACES Coordinator
FLSA Status: Non-Exempt
Department: Healthy Communities

Reports to: VP of Programs
Leadership Level: Team Leader
Date Prepared: 9/18/2026

POSITION SUMMARY:

The ACES (Active, Connected, Energetic Seniors) Coordinator is responsible for developing, coordinating, and growing the YMCA of Alaska's ACES program for older adults ages 62+. This position creates opportunities that promote physical activity, wellness, social connection, lifelong learning, and community engagement.

The coordinator builds strong relationships with participants, volunteers, YMCA staff, and community partners while ensuring programs are welcoming, inclusive, safe, and responsive to the needs and interests of older adults.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to strengthen communities with purpose and intentionality every day. We are welcoming: We are open to all. We are genuine: We value you and embrace your individuality. We are hopeful: We believe in you and your potential. We are nurturing: We support you in reaching your full potential. We are determined: We are committed to making our community stronger.

ESSENTIAL FUNCTIONS:

1. Develop, implement, coordinate, and grow ACES programming in alignment with the YMCA mission and Healthy Living goals.
2. Plan and coordinate a variety of activities for older adults, including fitness, wellness education, seminars, social activities, recreation, crafts, games, clubs, volunteer opportunities, and special events.
3. Build strong relationships with ACES participants and create a welcoming environment that encourages connection, belonging, and continued engagement.
4. Work with YMCA staff, instructors, volunteers, and community partners to provide quality programs and resources for older adults.
5. Recruit, coordinate, and support ACES volunteers and program presenters as needed.
6. Develop and maintain an annual ACES program calendar and coordinate program logistics, including space, supplies, instructors, volunteers, and communication.
7. Identify the needs and interests of participants and use feedback and participation data to improve and develop programming.
8. Develop and maintain relationships with community organizations and partners that provide resources, education, wellness services, and opportunities for older adults.
9. Represent the YMCA and ACES at community events, presentations, health fairs, and outreach activities.

10. Maintain accurate attendance, participation, program statistics, and other required records.
11. Assist with developing and monitoring the ACES program budget and purchasing supplies within established YMCA procedures.
12. Assist with marketing and promotion of ACES programs in collaboration with the Health & Wellness and Marketing teams.
13. Ensure programs meet YMCA standards for safety, quality, inclusion, and risk management.
14. Respond to participant questions, concerns, and complaints in a timely and professional manner.
15. Participate in staff meetings, trainings, committees, special events, and YMCA initiatives as assigned.
16. Support the YMCA's annual campaign and help communicate the Y's mission and impact to members, participants, volunteers, and the community.
17. Maintain professional development and current knowledge of older adult wellness, healthy aging, physical activity, and community resources.
18. Demonstrate the YMCA core values of Caring, Honesty, Respect, Responsibility, and Fun.
19. Perform other related duties as assigned.

QUALIFICATIONS:

1. Associate degree in gerontology, health and wellness, recreation, social services, exercise science, or a related field preferred; equivalent education and experience may be considered.
2. Experience working with older adults, wellness, recreation, community programs, or a related field preferred.
3. Experience coordinating programs, events, volunteers, or community partnerships preferred.
4. Strong communication, organization, interpersonal, and relationship-building skills.
5. Ability to create a welcoming and inclusive environment for people of varying ages, abilities, and backgrounds.
6. Ability to work independently and as part of a team.
7. Enthusiastic, positive, and service-oriented attitude.
8. Ability to facilitate groups and lead activities.
9. CPR/First Aid certification within three months of hire.
10. Ability to respond appropriately to emergency situations.
11. Ability to work a flexible schedule, including occasional evenings and weekends.
12. Commitment to the mission and values of the YMCA.

EQUIPMENT & APPLICATIONS:

- Microsoft Office
- YMCA membership/program registration software
- Ability to learn additional technology and program management systems.

WORK ENVIRONMENT & PHYSICAL DEMANDS:
The position requires the ability to sit, stand, walk, and move throughout program and office spaces as needed. The employee must be able to communicate effectively with participants, staff, volunteers, and community partners and use standard office equipment and technology. Occasional lifting, carrying, or moving of program supplies and equipment weighing up to 25 pounds may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The position may require working in a variety of indoor and outdoor environments and occasional travel within the community for outreach, events, and partnerships.

SIGNATURE:

I have reviewed and understand this job description.

Employee's Name (please print)

Employee's Signature

Today's Date: _____