Job Title: Community Health Director
FLSA Status: Exempt
Department: Health and Wellness

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

POSITION SUMMARY:
The Community Health Director is responsible for leading the day-to-day delivery of the YMCA of Alaska's evidence-based health intervention programs. This position coordinates program implementation, supports staff and instructors, engages participants, and helps ensure programs are delivered consistently and effectively.
The Community Health Director oversees the following programs:

• Blood Pressure Self-Monitoring (BPSM)	• Diabetes Prevention Program (DPP)
• LIVESTRONG® at the YMCA	• Healthy Weight and Your Child (HWYC)
• Enhance®Fitness	• ACES: Active, Connected, Energetic Seniors

The position works closely with YMCA staff, instructors, participants, healthcare providers, and community partners to ensure programs are accessible, participant-centered, and aligned with YMCA standards and program requirements.
The Community Health Director supports program planning, scheduling, staff and instructor support, participant engagement, community outreach, data tracking, and program evaluation.

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.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS in Public Health, Community Health, Health Promotion, Exercise Science, Wellness, or a related field preferred.
- Experience working in community health, wellness, fitness, health education, or a related field.
- Experience coordinating programs, classes, events, or community initiatives.
- Experience working with adults, older adults, families, or other diverse community populations.
- Strong communication, organization, facilitation, and relationship-building skills.
- Ability to work collaboratively with YMCA staff, instructors, participants, and community partners.
- Proficient in Microsoft Office and comfortable using databases, registration systems, spreadsheets, and other program tracking tools.
- Ability to work days, evenings and weekends based on program and event needs.
- Must have or be able to obtain CPR and First Aid certification within 30 days of employment.
- Completion of all required YMCA training within specified deadlines.

ESSENTIAL FUNCTIONS:

- Lead the day-to-day delivery and coordination of the YMCA of Alaska's evidence-based health intervention programs, including Blood Pressure Self-Monitoring, Diabetes Prevention Program, LIVESTRONG® at the YMCA, Healthy Weight and Your Child, Enhance®Fitness, and ACES.
- Coordinate program schedules, staffing, participant enrollment, communication, and program logistics.
- Ensure programs are delivered consistently and in accordance with established program standards and requirements.
- Support program instructors and staff with resources, training, scheduling, and day-to-day program needs.
- Monitor participant engagement and identify barriers that may affect program participation or successful completion.
- Assist with program recruitment, outreach, and community engagement to increase participation.
- Facilitate or assist with program sessions, workshops, orientations, and special events as needed.
- Maintain current knowledge of program requirements, curriculum, resources, and best practices.
- Identify opportunities to improve and expand the YMCA's evidence-based health programming.

- Build positive relationships with participants and encourage continued engagement in YMCA programs.
- Communicate with participants regarding schedules, program information, events, and available resources.
- Gather participant feedback and identify opportunities to improve programs and services.
- Develop and maintain relationships with community organizations, healthcare providers, and other partners that support the YMCA's health and wellness efforts.
- Participate in community outreach activities, health fairs, educational events, and other YMCA initiatives.
- Provide support, resources, and guidance to YMCA staff and instructors involved in community health programming.
- Assist with onboarding and training staff and instructors for applicable health and wellness programs.
- Help staff maintain consistent program delivery and a positive participant experience.
- Identify program challenges and communicate needs or concerns to Vice President of Programs.
- Support collaboration between Fitness, Health and Wellness, and other YMCA departments.
- Maintain accurate participant, attendance, program, and outcome records.
- Collect and track program participation, engagement, and participant feedback.
- Ensure documentation is complete and follows YMCA policies, applicable privacy standards, and program guidelines.
- Track and submit required data, attendance, and outcomes for monthly, quarterly, annual, and grant reporting.
- Prepare reports and summaries to support program evaluation, demonstrate community impact, and monitor progress toward program goals.
- Maintain organized records and documentation for program monitoring, reporting, and audits.
- Support the YMCA of Alaska's mission, values, and commitment to strengthening individuals, families, and communities.
- Maintain a welcoming, inclusive, and respectful environment for all participants, members, volunteers, and staff.
- Follow YMCA policies, procedures, safety standards, and applicable regulations.
- Participate in YMCA meetings, trainings, events, and professional development opportunities.
- Perform other duties and assignments as needed to support YMCA programs and operations.

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: _____