

Executive Director of CREW Center

New Wellness & Recreation Center

Location: Woodbine, Iowa

Application Deadline is July 27, 2020

(Position is full time and available as of September 2020)

Click here to apply:

https://edwise.llc/files/2020/07/Woodbine_Wellness_Rec_Director_Application.pdf

Description

The CREW Center is a *Community, Recreation, Education, and Wellness* (CREW) Center located in Woodbine, Iowa. This state-of-the-art facility is currently under construction and is scheduled to be open January 1, 2021. The CREW Center is the result of a public-private partnership between the Woodbine Community School District, the City of Woodbine, and the community of Woodbine as a whole. The CREW mission is “to sustain our community through health and education.”

The position is responsible for personnel management and training, marketing and communications, budget and fiscal planning, facility management and upkeep, decision making, program development, evaluations, and assessments. The primary objective of this position is to support and complement the CREW mission through effective programs and services that foster personal growth, healthy lifestyles, and engagement in the community.

Desired Leadership Characteristics:

- Knowledgeable about Wellness/Rec Center practices, systems, and routines
- Leadership experience and demonstrated success
- Strong fiscal responsibility and management
- Ability to deal directly and fairly with staff, parents, and community members (morale, trust, and relationship builder)
- Effective communication skills with all stakeholders
- Be highly visible/accessible in and engaged with the Wellness/Rec Center and community

Expected Leadership Skills

- Represent the Wellness/Rec Center to engage families and community and advocate for Wellness/Rec needs
- Demonstrates the capacity to lead strategic planning and continuous improvement process
- Evaluate management and operation systems
- Model ethical behavior in their personal conduct and relationships with others
- Develop and implement a system for recruiting, hiring, retention, development, and supervision of staff

Anticipated Workplace Personality Traits:

- Quick to take charge, lead others and offer opinions
- Enjoys working with others, actively seeks out personal connections with colleagues and community members
- Seeks to consistently fulfill obligations with quality work
- Establishes and exerts extensive effort toward achieving challenging work goals
- Tends to be highly persistent on the job, even when faced with obstacles or difficulties
- Remains calm in high pressured situations and accepts criticism
- Likely to be seen by others as good-natured, approachable, and quick to help others

Requirements

- Education: Bachelor's degree in Exercise Science, Health Promotion and Wellness, Corporate Wellness, or similar Exercise and/or Wellness field; with preference given to a Master's degree candidate.
- Experience: Minimum of 3 years of proven successful experience in a health & wellness field with supervisory/management experience.
- Certifications: PR/CPR, AED, and First Aid upon hire and be maintained; with preference given to a candidate with NSCA and/or ACSM national certification in personal and group training and/or strength and conditioning training.
- Able to respond to emergencies and administer CPR or other first-aid effectively.

Total Compensation Package:

- Salary of \$60,000 to \$70,000 per year with actual salary based on the individual's experience and education
- Individual Health Insurance – will consider stipend for family health insurance
- Paid time off
- Employer match of up to 3% of simple IRA not to exceed \$2,500

- CREW employee discount

Schedule Variations include:

- Day Shift
- Monday to Friday
- Night Shift
- On-Call
- Weekends

Other requirements:

- Must hold a valid driver's license, insurable drivers record according to the CREW's insurance carriers, and have reliable transportation to travel for business meetings, training events, vendors and suppliers, etc.
- Computer skills needed, particularly with Microsoft Office and email applications, along with the ability to learn the internal CREW software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 90% of time is spent indoors. The condition of the air is normal/average air-conditioned/ventilated. The noise level is normal to loud within an active wellness and recreation program environment.

Interested Applicants are not to contact the CREW Board Members—Please direct all questions to EDWise Consulting by email to dsherold88@gmail.com or call 641-330-4444

CREW Non-Discrimination Statement: The CREW Center does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, pregnancy, military status, or other status protected by federal, state, or local laws, in any of its activities or operations.