



# BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

## **Job Description**

**Title:** TONE Coordinator

**Pay Range:** \$20/hour

**Status:** Non-exempt

**Report to:** Fitness and Wellness Manager

We are seeking a dedicated and passionate TONE Coordinator to oversee the development, implementation, and management of our youth wellness program. The ideal candidate will have a strong background in fitness, mental health awareness, and program coordination. Join our team and make a difference in the lives of young people by promoting wellness, nutrition, and resilience.

**Job Summary:** To provide support and supervision to the TONE participants by organizing and coordinating workshops, promotional activities, and day-to-day tracking for the program.

## **Primary Attributes:**

- Team player
- Strong work ethic/reliable
- Maintain a professional appearance and tone at all times
- Great communication skills

## **Duties and Responsibilities:**

**Program Development:** Coordinate, design, and develop activities, workshops, and events to promote physical, mental, and emotional well-being among the participants. Organize workshops for youth on topics such as stress management, nutrition, healthy habits, and other relevant wellness subjects.

**Communication:** Lead communication for TONE participants' daily schedules, upcoming event/program opportunities, and activity tracking. Maintain daily communication and share all data/reports with the Fitness and Wellness Manager at all times.

**Supervision:** Oversee the participants in their day-to-day activities at the Center. Reinforce the Center's policy and guidelines to ensure the participants' and members' safety. Track the participants' activity and encourage them to do more.

**Youth Outreach:** Attend off-site events to connect with local youth and engage them in wellness activities through effective outreach strategies.

**Resource Management:** Efficiently manage program resources, including budget and inventory management, to help with grants.

**Evaluation and Reporting:** Monitor program effectiveness and outcomes through surveys, data collection, evaluation, and reporting to ensure continuous improvement.

**Crisis Intervention:** Provide guidance and tools to youth facing mental health crises or challenging situations, connecting them with appropriate resources and support services.

**Preferred Skills and Qualifications:**

- Associate degree or equivalent
- Experience working with youth in a community-based setting, preferably in the areas of mental health promotion or wellness programs.
- Strong organizational and project management skills, with the ability to multitask and prioritize responsibilities effectively.
- Excellent communication and interpersonal skills, with the ability to engage and build positive relationships.
- Understanding of confidentiality and ethical considerations when working with youth and sensitive information.
- Knowledge of office procedures and methods, including telephone communications, office systems, computer software, and record keeping.
- Experience with reporting and data tracking
- CPR and first aid certified

**Performance Assessment:**

- A performance review will be conducted at the conclusion of the 90-day trial period