

POSITION DESCRIPTION

TITLE:	Wellness Coordinator	REPORTS TO:	Executive Director of Human Resources
DEPARTMENT:	Increments (District)	CLASSIFICATION:	Increment

I. Accountability Objectives:

The Wellness Coordinator, under the direction of the Executive Director of Human Resources, is responsible for the coordination of the District Wellness Program. The Coordinator will provide leadership to the District Wellness Committee and work with the committee to plan, implement, and disseminate information to staff regarding a district-wide wellness program.

II. Position Characteristics:

Salary: On Schedule

Length of Contract:

III. Position Relationships:

Reports to: Executive Director of Human Resources

Coordinates with: Administrators, Staff, Health Insurance Provider, Insurance Consultant, Union Leaders, Community Resources

IV. Position Qualifications:

A. Desired Qualifications:

Basic knowledge and understanding of current health promotion, practices, evaluation methods, policies and trends. Ability to design, develop, implement, and coordinate workshops/classes. Work requires high energy, self-motivated individual. Proven motivational and team leadership skills; excellent interpersonal and communication skills; willingness to work a flexible schedule.

B. Special Requirements:

Demonstrated skill in planning, implementing and coordinating health promotion strategies. Ability to write clear and concise text. Experience with program evaluation, both process and outcomes data. Knowledge of basic mathematics and budgeting. Computer skills to include web site management and Microsoft Office Word, Excel, Publisher, Outlook. Ability to travel to different district sites as necessary. Ability to handle sensitive situations in an appropriate manner. Excellent interpersonal skills.

V. Position Responsibilities:

- A. Leads the implementation and management of a district-wide wellness program that encourages healthy behaviors and lifestyles.
- B. Develops wellness goals and programs supporting delivery of tools and resources to achieve targeted outcomes.
- C. Implements a measurement system to ensure effectiveness and demonstrates a return on investment of the wellness programs.
- D. Coordinates and prepares for District Wellness Committee meeting, including agenda preparation, arranging for meeting site, and communicating information to committee members.
- E. Develops a district-wide public relations plan to promote wellness. This may be accomplished through a monthly newsletter, e-mail, brochures, flyers, web site announcements, etc.
- F. Develops and manages the wellness web site.

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- G. Assists the Executive Director of Human Resources manage the Wellness Program budget, which includes developing, monitoring, and modifying the program budget. Provide oversight and authorization of expenditures in accordance with the program initiative.
- H. Keeps abreast of health, benefit, and regulatory trends and identifies their impact on wellness programs and manages this information through the organization.
- I. Travels to different district sites as necessary.
- J. Takes on additional projects and duties as assigned.

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Revised:

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