



Job Title: Wellness Coordinator
Grant funded full-time Position

Reports to: CGLA Director of Athletics

Summary/Purpose of Job

Under the direction of the Director of Athletics, the Wellness Coordinator will coordinate the operation and implementation of program activities for students, faculty, staff, and family members participating in the Get Fit CGLA program, and will develop a relationship with participants to assist them through the process of actively working towards better health by providing support, encouragement, and education.

Core Responsibilities

- Coordinate all Get Fit CGLA program activities
- Conduct health screenings for participants, to include blood pressure, BMI, and weight
- Work with the P.E. Instructor to develop and track a wellness plan for every CGLA student (at least quarterly)
- Develop health and wellness lesson plans to be integrated into Physical Education classes
- Develop and implement a workplace wellness program for CGLA faculty and staff
- Work one-on-one with CGLA faculty and staff to develop and track individual wellness plans
- Assist family members with establishing fitness and wellness goals through a wellness plan
- Schedule and lead afterschool fitness classes for CGLA students, faculty, staff, and family members
- Develop and maintain an up-to-date inventory of health resources available within the community to serve the needs of low-income families
- Coordinate and implement a referral process to healthcare resources, when appropriate, for program participants
- Collect and organize all strategies, materials, and outcomes for the program into the Get Fit CGLA Toolkit
- Coordinate collection and documentation of participation logs, individual wellness programs, and nutrition journals to be used in program evaluation
- Oversee implementation of the BCBS Tennessee Health Foundation Grant
- Work with Director of Grants and Evaluator of BCBS grant to collect data and information for quarterly reports.
- Coordinate quarterly Family Health Nights to be held at CGLA
- Plan an annual Health Fair for CGLA students, faculty, staff, family members, and the entire Highland Park community
- Oversee the Wellness Advisory Board
- Build new community partnerships to support the Get Fit CGLA program
- Disseminate the program model through a variety of networks to encourage other schools and community-based organizations to adopt the model
- Complete other duties as assigned.

Qualifications

- Bachelor's Degree in Exercise Science, Health & Physical Education, Dietetics, Nursing, Health & Exercise Science Pedagogy K-12, Athletic Training, or a related field

- Hold certification and/or specific training and experience to conduct health screenings, including: blood pressure, weight, BMI, etc.
- Demonstrated experience with wellness coaching
- Knowledge of specific disease and lifestyle related topics, such as smoking cessation, weight management, nutrition, stress reduction, and chronic conditions essential
- Bilingual English/Spanish desired

Skills & Competencies/Requirements:

- Possess organizational skills to accurately and effectively collect and organize key program metrics
- Ability to build respectful and meaningful relationships
- Ability to work independently and in a group setting
- Experience and comfort working effectively with people of different backgrounds, abilities, opinions, and perceptions
- Strong organizational skills and the ability to meet deadlines
- Proficient with computers, specifically Microsoft Office products
- Maintain professional image through dress, actions, and relationships with others

Acknowledgement:

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.