

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Wellness Coordinator

Supervisor: Assistant Superintendent for
Human Resources
FLSA Status: Exempt **Employee Group:** At-Will

Qualifications:

1. Bachelor's Degree in Exercise Physiology, Wellness or other related field, or 1-3 years related experience, or equivalent thereof
2. Highly self-motivated individual able to motivate others
3. Comprehensive understanding of Microsoft Office
4. Excellent organizational skills
5. High degree of confidentiality
6. Exceptional interpersonal and communication skills, both written, verbal and presentation
7. CPR Trainer Certification preferred

Terms of Employment:

- Twelve (12) month contract
- Ten (10) Vacation Days per year

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assess, plan, implement, promote and evaluate health/wellness programs and special events for promoting health and wellness to school district employees.
2. Research health/wellness practices to make recommendations to Wellness Committee.
3. Develop and conduct trainings for district staff on the topic of health/wellness initiatives and trends.
4. Support school district staff in the communication of nutrition information, active living programs and event ideas to promote the benefits of a healthy/active lifestyle.
5. Serve as a liaison with community agencies involved in promoting wellness (including but not limited to arranging educational classes, securing discounted gym memberships, etc.)
6. Coordinate fitness classes, programs, assessments, and special events as relates to wellness offerings for school district staff.
7. Act as the internal consultant for all wellness related opportunities within the Harlem School District.
8. Track District staff wellness surcharge and incentive achievements.
9. Keep current with best practices and requirements as they relate to your job assignment.

10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.