

Wellness Coordinator

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent will work with participating school districts to promote a healthy and productive work environment for school staff. The work of a Wellness Coordinator involves developing, coordinating, planning and facilitating wellness activities and will develop and implement strategies for promoting a high level of engagement in health management offerings personalized for each participating district. The work is typically performed under the general supervision of the Director of Personnel. A Wellness Coordinator does related work as required.

Typical Work Activities:

- Implement wellness challenges, healthy living workshops and fitness activities;
- Develop programs and tools that create awareness, motivation and encourage members to adapt and maintain a well-rounded lifestyle;
- Coordinate with each location's wellness committees to implement the program;
- Develop and distribute marketing campaigns to promote a healthy lifestyle and gain participation in wellness programs;
- Compile comprehensive monthly reporting to measure the success of school wellness programs;
- Keep abreast of current national wellness and wellbeing initiatives and activities;
- May coordinate and implement flu shot/vaccine programs for schools.

Full Performance knowledges, skills, abilities and personal characteristics: Good knowledge of trends and best practices in health and wellbeing programs; good language and writing skills; good word processing, spreadsheet and database skills; ability to conduct personnel training sessions; ability to prepare narrative reports; ability to establish suitable relations and deal effectively with educational administrators, employees and representatives of labor organizations; ability to establish cooperative relationships with school officials, commercial insurers, department heads and employees; skill in communicating effectively both orally and in writing; good judgement and thoroughness.

MINIMUM QUALIFICATIONS:

A) Possession of a bachelor's degree and one (1) year of experience working with an employee benefits, health or wellness program;

OR

B) Possession of an associate degree and three (3) years of experience working with an employee benefits, health or wellness program;

OR

C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience working with an employee benefits, health or wellness program;

OR

D) An equivalent combination of training and experience as defined by the limits of A), B) and C).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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