



Position: Wellness Coordinator
Reports to: Director of Nutrition & Wellness
Department: Nutrition & Wellness Department
Classification: Exempt **Hours:** 32-40
Date: 2022
Approved: John T. Mandeville

Job Function: The Wellness Coordinator assists the Director of Nutrition and Wellness to develop goals to build and support a comprehensive, coordinated system for the Nutrition & Wellness department, and to administer wellness programs, which include evidence-based wellness programs, transportation, community tech engagement, and volunteer programs.

Essential Functions:

Management and Supervision:

1. Member of CVCOA's Leadership Team.
2. Supervise and support the RSVP Director, Volunteer Services Director, and Community Engagement Technology Specialist.
3. Work with program staff to create ways to collaborate as a team; hold monthly staff meeting.
4. Administer the transportation grants.
5. Ensure that all necessary program data is collected for OAAPS, Area Plan, and other reporting.

Wellness Programs:

Wellness & Evidence-based Programs:

1. Collaborate with Director of Nutrition & Wellness to identify evidence-based programs to support.
2. Collaborate with RSVP and other CVCOA staff and community partners to initiate and develop these evidence-based programs.
3. Ensure that necessary paperwork (MOUs, forms, etc.), surveys are created and collected; ensure that necessary data is collected, entered into database, and shared for reporting.
4. Attend community wellness coalitions, such as Falls Free Vermont, as requested by Director of Nutrition & Wellness.

Transportation:

1. Responsible for contracts between CVCOA and three local transportation providers. Approve payment to contractors.

2. Participate in three regional Elders & People with Disabilities (E&D) transportation partnerships: attend meetings, engage in work plans, and represent agency at stakeholder meetings.
3. Participate in local mobility initiatives.

Community Engagement Technology:

1. Work with Community Engagement Technology Specialist to establish goals.

Volunteer Programs:

1. Oversee budget and reports prepared by RSVP Program Director. Submit budgets and reports to AmeriCorps Seniors via eGrants.
2. Work with RSVP Director to meet the goals and requirements of their program.
3. Work with Volunteer Services Director: to grow the Good Neighbor Volunteer Program and identify community partnerships; recruit and oversee Senior Companions; recruit and oversee AmeriCorps member.
4. Work with program staff to create ways to collaborate as a team: outreach and recruitment, recognition, volunteer data management.
5. Ensure that volunteer programs have appropriate policies and handbooks, conduct necessary background checks, and provide orientation.

Community Development and Systems Advocacy:

1. Collaborate with community partners interested in developing new wellness programs for older adults or re-envisioning existing programs.
2. Collaborate with appropriate staff on outreach and publicity for events and volunteer opportunities.
3. Represent CVCOA in public meetings and presentations to community.
4. Identify needs for “systems” change; participate in system advocacy work.

Knowledge, Skills, and Abilities:

1. Bachelor’s degree with 2-3 years of relevant experience.
2. At least 1-2 years of management experience.
3. Experience in direct supervision of employees and volunteers.
4. Ability to work cooperatively with a wide variety of people and organizations, independently and as part of a team.
5. Knowledge of older adult, community, and volunteer services
6. Experience in budgeting and budget management.
7. Excellent written, oral and public speaking communication skills.
8. Access to reliable transportation..

Physical demands:

1. Ability to travel extensively within CVCOA service area, plus other statewide travel on occasion.
2. Extensive computer work/repetitive motions.

Mental demands:

1. Ability to multi-task, prioritize, and problem-solve.
2. Attention to detail and adherence to deadlines.

Working Conditions:

1. Shared office in busy social services agency.
2. Able to work remotely as circumstances require.

Computer Skills:

1. Microsoft Office 365, including Excel, Word, Outlook, Edge and Power Point; Dropbox; Adobe.
2. Ability to learn database systems as required.