



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Health Enhancement Coordinator

F.L.S.A. Exempt

REPORTS TO: Assistant Superintendent for Human Resources

TERMS OF EMPLOYMENT: 261 Days

QUALIFICATIONS:

- Minimum of three (3) years in a health related field
- Bachelor's degree in Exercise Science preferred
- Role model for health and productivity
- Ability to demonstrate & model various strength, flexibility and conditioning activities
- Personal fitness trainer certification preferred

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the implementation of wellness program activities as determined by the Wellness Committee.
2. Distribute wellness information including goals, activities, and opportunities.
3. Assist staff with health or fitness related inquiries.
4. Establish quarterly (or semester) activity reports and share with Assistant Superintendent for Human Resources.
5. Secure and arrange for use of resources to provide services & education to employees.
6. Track & compile wellness participation data.

7. Evaluate participant satisfaction for overall program success as well as each wellness activity.
8. Assist staff in the development of personal wellness plans.
9. Lead in management of employee health screenings & completion of the district designated Health Risk Assessment (HRA).
10. Develop & lead in professional development activities related to change processes to improve health.
11. Manage web based information related to wellness activities and incentives.
12. Supervise fitness center staff, develop work schedules, monitor and approve work time, and ensure adequate staffing of fitness center.
13. Maintain fitness center facilities and equipment, recommend repair or replacement as needed.
14. Manage wellness budget and expenditures, develop annual budget and adhere to district purchasing and tracking procedures.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Other duties as assigned by administration.
2. Attend all meetings as required.
3. Coordinate and attend regular meetings with Health Champions.