

PARKS & RECREATION HEALTH AND WELLNESS COORDINATOR
Pulaski County

Department: Parks & Recreation

Reports to: Assistant Director, Parks and Recreation

Supervision Exercised: N/A

Supervision Received: Minimal instruction and supervision after orientation period

Classification (FLSA): Non-Exempt, Full-Time

Work Hours: Flexible work schedule with availability to work evenings and/or weekends in accordance with business needs during certain times of the year as dictated by a specific sport.

ESSENTIAL FUNCTIONS:

The Health and Wellness Coordinator works under the direction of the Assistant Director of Parks and Recreation and is responsible for the creation, coordination, and implementation of Pulaski County health and wellness programming providing a full scope of services to county employees, residents, business, and other stakeholders. Work requires day, evening, and weekend flexibility throughout the year. Eight-hour days are required but schedule allows for flexibility throughout a seven-day work week depending on the time of year. Certain times of year may require work beyond a forty-hour work week.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Administer and provide operational oversight of employee Health and Wellness funding and programming in conjunction with Pulaski County Human Resources
- Develop and implement a recovery fitness program for Pulaski County Drug Court Participants
- Develop and implement fitness programming for Pulaski County emergency management and first responder personnel to include:

- Physical Fitness programming aimed at preparing candidates for the academy or physical fitness certifications
- Physical Fitness programming for police personnel
- Physical Fitness programming for paid and volunteer firefighters
- Physical Fitness programming for paid and volunteer EMS personnel
- Physical Fitness programming for Emergency Management personnel
- Develop and execute strategic health and wellness planning aimed at reaching the Pulaski County general public of all ages and abilities through quarterly Pulaski County Club offerings, recurring fitness class offerings, and the incorporation of large-scale fitness events such as 5Ks and triathlons
- Develop and implement senior citizen specific programming
- Develop and market a health and wellness product that can be delivered via Parks and Recreation to corporate and privately owned Pulaski County businesses, Pulaski County Public Schools, and non-profit organizations
- Develop and implement advanced fitness programming to prepare athletes and competitors of all ages for fitness test, fitness challenges, events, and competitions
- Procurement of health and wellness related equipment
- Maintenance and sanitation of health and wellness related equipment
- Flexible work schedule with availability to work evenings and/or weekends in accordance with department needs. Work must be performed at various Pulaski County sites and is not conducive of a work from home environment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work cordially and professionally with staff members and the general public
- Ability to be professional, alert, courteous, and tactful with others
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Knowledge of general emergency and safety procedures

ADA REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses. This job operates in a professional capacity at all times. Work is performed under various conditions (cold, heat, rain, etc.).

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree in Exercise Science, Parks and Recreation, Kinesiology, or a related field is required
- Personal Trainer certification required or must secure within first 90 days of employment
- Adult and Pediatric CPR and First Aid Certifications required or must secure within first 90 days of employment
- Must have previous health and wellness related working experience
- Must have experience working with the general public
- Possess a strong set of organizational skills

- Must have a valid driver's permit

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures as set forth.

Employee: _____

Date: _____