

WINOOSKI SCHOOL DISTRICT
Job Description: WELLNESS COORDINATOR

Date Approved/Updated: July 8, 2022

Location: District Wide

Job Group: Support Staff, Union

Reports To: Superintendent of Schools

Summary of Position Responsibilities: The Wellness Coordinator will provide leadership and support for all Winooski schools in the planning, implementation, coordination, and evaluation of wellness programs and school-based wellness initiatives.

Essential Duties and Responsibilities:

1. Review and implement the district's existing Wellness policy and make recommendations for revision.
2. Collaborate with students, staff, parents and supporting agencies to design and implement a thoughtful and comprehensive wellness plan for students and staff.
3. Coordinate and manage existing wellness programs and initiatives such as:
 - a. The Necessities Store
 - b. Food Security: Veggie Van Go, Fresh Fruits & Vegetables, Backpack program
 - c. VEHI Path to Wellness
 - d. Staff Wellness Day
 - e. Composting and Recycling
 - f. Mindfulness and Movement
4. Collaborate with the district food service provider, VT Department of Health, Blue Cross/Blue Shield and other relevant organizations on health initiatives.
5. Collaborate with the Director of Communications on media outreach to increase internal and external awareness of district wellness initiatives
6. Work with finance office to manage grant funding and reporting
7. Other duties as assigned.

Supervisory Responsibilities include: There are no supervisory responsibilities

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Minimum of a Bachelor's Degree.

Certificates, Licenses, Registrations:

Language Skills: Excellent verbal and written communication skills. Ability to read and understand general periodicals and/or professional journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers/staff, students and the general public.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to carry out instructions furnished in written or oral form.

Other Skills and Abilities:

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

WINOOSKI SCHOOL DISTRICT
Job Description: WELLNESS COORDINATOR

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- F Standing F Walking O Sitting O Lifting O Carrying O Pushing
 O Pulling O Climbing O Balancing F Stooping O Kneeling O Crawling
 O Crouching O Reaching O Handling F Fingering F Feeling F Talking
 C Hearing C Far Vision C Near Vision C Color Vision C Depth Perception F Repetitive Motion
 F Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

Sedentary Work XX	Light Work	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- F Exposure to weather O Extreme heat O Extreme cold O Noise O Dust, vapors, fumes
 F Time constraints F Public contact F Deadlines F Travel F Inside work

Terms of Employment: Salary or Hourly Wage and work year to be established by the Board or Designee.

Compensation: Per negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.

 The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

WINOOSKI SCHOOL DISTRICT
Job Description: WELLNESS COORDINATOR

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.