

**Plymouth Joint School District
Community Education and Recreation
Part Time Wellness Coordinator**

QUALIFICATIONS OF THE POSITION:

1. Must hold a bachelors' degree preferably in nutritional science, health and wellness, exercise science, recreation and fitness, physical education, kinesiology (sports medicine) or a related field. Certifications in personal training and or group fitness instruction and or nutrition preferred.
2. Excellent interpersonal and written/verbal communication skills.
3. Must be able to coordinate an ongoing community wide wellness program for all ages, focusing on: recreation, fitness, nutrition, mental and emotional well-being.
4. 2 – 3 years program development and teaching experience preferred.

RESPONSIBILITIES:

Integrate engaging healthy living programs throughout the Plymouth School District and surrounding community with the resulting benefits:

- Serving as a link between the Plymouth School District and the community as an educational resource for wellness educational initiatives of nutrition, recreation and fitness, mental and emotional health.
- Engaging, educating and empowering the community on the benefits of a healthy and active lifestyle.
- Collaborating with other community organizations to identify needs and then provide additional resources and activities.
- Leveraging resources through grants, business connections, networking and other support entities to provide a plan for sustainable community wellness programs

DUTIES AND RESPONSIBILITIES:

- Develop, plan, promote and implement a large variety of community wellness activities to include all ages and ability levels.
- Foster community partnerships for programming.
- Instruct 3-5 hours of classes a week per session in either Fitness, Nutrition, and or Recreation.
- Recruit, orient and supervise participants, instructors and contractors involved with programming.
- Prepare funding requests for annual budget and ongoing needs.
- Maintain written records, including a participation database and directory of programming.
- Interact with district staff, other service providers, sponsors and community groups on projects and programs. Attend Advisory Board and other staff meetings as required.
- Collaborate with and serve on the district wellness committee.
- Manage Fitness Center and coordinate staffing schedule
- Meet regularly with the Director of Community Ed and Rec, DLT, executive wellness committee team, Fitness Center Task Force and others to become apprised of important issues.

HIRING PARAMETERS:

1. 100% 12 month contract
2. 25-28 hours a week-flexible schedule with some irregular hours including early AM, PM, and weekends.
3. Compensation range \$20.80 - \$24.50 per hour, commensurate with education and experience; position includes vacation, holidays, WRS Retirement Program and sick days.

The Plymouth School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex, pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 11.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any characteristic protected by law in its employment practices. (Policy 1422, 3122, & 4122, Policy 3123 & 4123).

OUR MISSION:

To encourage everyone to see and be his/her personal best through successful learning experiences . . . BECOME YOUR BEST.