

**Classification Title: Wellness Coordinator**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supports the Wake Wellness Program by identifying, planning and hosting County-wide wellness activities. Provides strategic wellness opportunities and resources. Tracks wellness metrics and monitors purchases. Develops new communications and maintains website. Responds to program inquiries.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Identifies, develops and coordinates wellness events and activities to ensure continuous year-round opportunities for employees to participate.
2	S	Partners with key County staff, vendors and other community resources to integrate wellness initiatives into the workplace, communicates opportunities, and develops the program.
3	S	Prepares reports on the program to include participation rates and types of events held. Develops and maintains a quarterly metrics dashboard and annual report.
4	S	Purchases needed materials and maintains program budget under supervision of the manager.
5	S	Supports communication and marketing activities for the program. Maintains the program website and posts relevant and timely information. Collaborates with HR and Communications staff to market the program.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor’s degree in Health and Wellness, Wellness Promotion, Health Sciences or a related field.
Experience	One year of experience in wellness programming, event planning or a related field.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has limited budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	The purpose of contacts is to address specific issues and/or general policies or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. May make presentations, participate in coordinating the logistics, and answer questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.