



Position: Wellness Coordinator
Reports to: Director of Nutrition & Wellness
Department: Nutrition & Wellness Department
Classification: Exempt **Hours:** 40
Date: 2023
Approved: John T. Mandeville

Job Function: The Wellness Coordinator assists the Director of Nutrition and Wellness to develop goals for wellness programming that build and support a comprehensive and coordinated system for the Nutrition & Wellness department, to administer wellness programs, which include evidence-based and non-evidence-based programs, and coordinate transportation.

Essential Functions:

Management and Supervision:

1. Member of CVCOA's Leadership Team.
2. Administer the transportation grants.
3. Ensure that all necessary program data is collected for OAAPS, Area Plan, and other reporting.

Wellness Programs:

1. Collaborate with Director of Nutrition & Wellness to identify evidence-based and non-evidence-based programs to support.
2. Collaborate with Volunteer Director and RSVP Director/Coordinator to assure staffing and support is provided by volunteers as needed to the nutrition programs and wellness programs at all our community partner sites.
3. Collaborate with other CVCOA staff and community partners to initiate and develop these evidence-based and non-evidence-based programs.
4. Ensure that necessary paperwork (MOUs, forms, etc.), surveys are created and collected; ensure that necessary data is collected, entered in database, and shared for reporting.
5. Attend community wellness coalitions, such as Falls Free Vermont, as requested by Director of Nutrition & Wellness.
6. Assist the Family Caregiver Support programs. This includes organizing digital and print resources, preparing respite grant applications, entering approved expenditures in program spreadsheet and individual client records in database.

Transportation:

1. Responsible for contracts between CVCOA and three local transportation providers. Approve payment to contractors.

2. Participate in three regional Elders & People with Disabilities (E&D) transportation partnerships: attend meetings, engage in work plans, and represent agency at stakeholder meetings.
3. Participate in local mobility initiatives.

Community Development and Systems Advocacy:

1. Collaborate with community partners interested in developing new wellness programs for older adults or re-envisioning existing programs.
2. Survey community partners for feedback to inform wellness programming that best meets the needs of those they serve.
3. Collaborate with the communication staff to develop outreach materials and publicity for events and volunteer opportunities.
4. Represent CVCOA in public meetings and presentations to community.
5. Identify needs for “systems” change; participate in system advocacy work.
6. Attend quarterly Nutrition Program Contractor meetings to present programming opportunities and gather feedback.

Knowledge, Skills, and Abilities:

1. Bachelor’s degree or equivalent work experience, with 2-3 years of relevant work experience.
2. At least 1-2 years of project management experience.
3. Experience in direct supervision of employees and volunteers.
4. Ability to work cooperatively with a wide variety of people and organizations, independently and as part of a team.
5. Knowledge of older adult, community, and volunteer services
6. Experience in budgeting and budget management.
7. Excellent written, oral and public speaking communication skills.
8. Access to reliable transportation.

Physical demands:

1. Ability to travel extensively within CVCOA service area, plus other statewide travel on occasion.
2. Extensive computer work/repetitive motions.

Mental demands:

1. Ability to multi-task, prioritize, and problem-solve.
2. Attention to detail and adherence to deadlines.

Working Conditions:

1. Shared office in busy social services agency.
2. Able to work remotely as circumstances require.

Computer Skills:

1. Microsoft Office 365, including Excel, Word, Outlook, Edge and Power Point; Dropbox; Adobe.
2. Ability to learn database systems as required.