

DERBY RECREATION COMMISSION
Position Announcement

POSITION: Community Wellness Coordinator

DESCRIPTION Responsible for coordinating efforts to improve health and wellness in the Community of Derby/USD 260. Staff and provide leadership to the Derby Health Collaborative, a community based collaborative dedicated to improving community wellness through education, providing healthy opportunities and motivation, and reinforcing healthy choices and activities. Will work with local government entities, nonprofits and private business to coordinate community health and wellness efforts and develop a cohesive health strategy for the entire community. Will be responsible for internal DRC Wellness program.

QUALIFICATIONS: Bachelors degree in health education, exercise physiology, or related wellness field or equivalent experience. Must be a well organized self starter with excellent computer and customer service skills. Must have excellent communication, presentation, and interpersonal skills. Experience managing projects, including developing timelines and facilitating meetings. Experience in strategic planning, including defining goals and related objectives. Should be computer literate with knowledge in basic Microsoft products. Ability to do design work (ie Corel, photoshop etc) a plus. Will at times require work on evenings and weekends. Must be able to pass a criminal background check.

RESPONSIBILITIES:

1. Perform staffing duties for the Derby Health Collaborative. Communication, meeting dates and spaces, minutes, planning documents, website maintenance etc.
2. Will organize a working group of local government wellness staff to share resources and cooperative wellness efforts.

3. Identify, design and implement wellness and disease management initiatives to contain health care costs and optimize community health and wellness.
4. Develop measures by which to judge effectiveness and present those periodically for review by DRC and Derby Health Collaborative. Report on the short term and long term effectiveness of the collaborative.
5. Gather and interpret health related data for the community.
6. Develop and present material to local business and organizations, based on national best practices, on developing internal wellness programs. Provide ongoing support and consultation as organizations progress with their programs.
7. Work with health care providers and other vendors to identify efficiencies and opportunities for improvement of service.
8. Staff and Chair DRC Employee Wellness Committee. Will be primary staff in charge of developing DRC internal wellness program. Will lead in setting measurable goals for the employee wellness program. Will track and coordinate program incentives.
9. Keep current with industry regulations and legal issues; and communicate any impact on existing and future policy options.
10. Carry out all other duties assigned by the Director of Programs.

SALARY RANGE: \$37,252-54,149. DRC normally hires in the bottom quarter of the range. Position includes participation in state pension program (KPERs), health and dental, sick leave, holiday pay, retirement program and other benefits

CLOSING DATE: January 30, 2012

SEND RESUME/APPLICATION TO: Attn: Derek Smith
Director of Administration
Derby Recreation Commission
801 E Market
Derby, KS 67037
(316)788-3781

