

JOB DESCRIPTION

Special Olympics Michigan

DATE: January 2020
JOB TITLE: Coordinator of Health and Wellness

GENERAL STATEMENT OF DUTIES:

Coordinator of Health and Wellness has overall stewardship, operational and strategic responsibilities for meeting the Healthy Community criteria as established by Special Olympics, Inc. along with Wellness and Fitness programs created by Special Olympics Michigan (SOMI). The position is associated with Special Olympics year-round Healthy Athletes program, which provides health assessments, education, services and care at events. Follow-up care is a growing element of this program. Responsible for program development, procedures and leadership necessary for a viable program.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Work closely with Special Olympics local program leadership and Special Olympics athlete leadership to implement health initiatives at the grassroots level.
- Collaborate with various leadership groups in the organization to gather feedback and develop strategies for health initiatives program-wide.
- Monitor grant impact related to program enhancement initiatives.
- Liaise with partners to develop a healthcare network to provide follow-up care for athletes statewide.
- Explore government programs and develop resources to aid in healthcare for people with Intellectual disabilities
- Manage data collection from screenings and regularly analyze results to utilize in reporting.
- Create and monitor budgets including expense tracking for all activity to assure budgets are met.
- Plan and execute various health screening events.
- Collaborate with SOMI sports department to make health a standard element of sports programming and coaches education.
- Plan/Facilitate Health Messenger Training and Health Summit
- Implement fitness challenges, set goals, and compile data to complete yearly grant reporting and dashboards for SOI
- Recruit volunteers and program sites to run Health and Wellness programs for over 2,000 Special Olympic Athletes Southwest Michigan.
- Partner with local schools, colleges, universities and agencies to garner support, resources and funding opportunities for Health and Wellness.
- Incorporate Healthy Athlete Initiatives at State-wide and regional events (includes recruitment of clinicians, grant information, data management, and reporting.
- Serve as liaison to the Area Health and Wellness Management Team members.
- Regularly share health-related success stories with SOMI communications department to generate social media and standard media attention for the program.
- Develop & create health and fitness tips for newsletters and social media.
- Work with SOMI grant writer and Development to identify funding sources and grants.
- Other duties as assigned by supervisor

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Health, Wellness, Fitness or related degree.
- A minimum of one year of qualifying work experience in athletics, health or relevant work experience.
- Demonstrated achievement in program administration with emphasis on event management, health and wellness, volunteer personnel administration and program administration.
- Ability to travel and work evenings and weekends.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image and ability to promote a positive culture with committees and staff.
- Ability to perform the essential functions and requirements of the job.

REPORTING RELATIONSHIP

- Functions under the supervision of the Senior Director of Sports and Wellness.
- Office location SW Michigan.

Resumes can be sent to Heather Burke, Senior Director of Sports & Wellness at Burke1hn@cmich.edu

