



## Job Description

*Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills*

**Position Title:** Wellness Committee Member

**Location:** All Buildings

**Position Type:** Supplemental

**Responsible To:** Director of Operations

**Contract Amount:** Category I

**Purpose:**

Committee members will serve as ambassadors for the Wellness Program. Duties fall into two areas (but are not limited to): Planning, and Promoting wellness programming throughout the Bedford City School District. There will be one representative per building.

**Qualifications:**

- Experience with organizing activities and facilitating student groups
- Knowledge of wellness
- Ability to motivate employees relative to wellness.

**General Responsibilities:**

- Coordinate financial aspects of the committee
- Deposit all fundraising proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fundraising aspects for the club
- Perform other duties as assigned by the Building Principal/Superintendent/designee

**Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing • Effective, active listening skills
- Organizational and problem solving skills

**Time commitment/responsibilities:**

- Monthly meeting with committee members (approx. 1 hour per week month)

**Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Calculator
- Fax machine

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Revised date August, 2023**