

Position: Wellness Champion

Reports To: Treasurer/CFO

Employment Status: Part-time

Description: Promotes health and wellness in district by serving as an ambassador for the Lake Schools Health Consortium (LSHC) wellness initiative, *Healthy Living 101*. Coordinates, plans and implements wellness initiatives with the assistance of the Wickliffe Wellness Committee.

Essential Functions:

- Serve as the liaison to encourage commitment to and participation in LSHC and district initiated programs
- Submit feedback to the LSHC Executive Wellness Committee
- Attend meetings and provide program feedback to LSHC Wellness Champion Committee
- Recruit building representatives to serve on the Wickliffe Wellness Committee
- Lead an active Wickliffe Wellness Committee
- Coordinate logistical arrangements for onsite screenings and programs
- Complete wellness action plan provided by Executive Wellness Committee to access district wellness funding
- Distributes all LSHC communications to staff
- Launch a minimum of four district wellness program initiatives each school
- Responsible for management of LSHC district wellness funding and preparation of annual report to LSHC fiscal agent
- With input from Wickliffe Wellness Committee, make recommendation to Treasurer/CFO on participation incentives to provide motivation for behavior change
- Throughout the year, deliver bi-monthly wellness information to employees to support and encourage the *Healthy Living 101* message
- Promote wellness benefits of LSHC medical plans and employee assistance plan (EAP)
- Kick-off the new school year with a wellness message at annual convocation
- Encourage commitment to and participation in wellness programs; participates in programs

Qualifications: High School Diploma. Must possess a passion for health and wellness and have the ability to encourage others to be successful. Good communication skills, written and oral, to promote a district culture of wellness.

Evaluation: Performance of this job will be conducted by the Treasurer/CFO and evaluated in accordance with provisions of Board of Education policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Board Adopted: _____