



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

Wellness Coordinator

20% Assignment

Closing Date: Aril 12, 2022

Objectives of Assignment:

The Wellness Coordinator is responsible for developing and implementing activities and education related to health and wellness for all GCC employees. The purpose of this program is to promote healthy lifestyles, thereby improving their health-related quality of life, and reducing the physical, fiscal and social costs associated with chronic diseases.

Supervision:

This position reports to the Dean of Instructional Services.

Tasks and/or Activities Required:

- Develop and implement faculty/staff wellness events and activities on both the Verdugo and Garfield campuses. These should include the following areas:
 - Physical activity and exercise, nutritional education, stress reduction, health screening
- Report to and receive recommendations from the Health Benefits committee regarding budget, scheduling, employee feedback and program offerings
- Coordinate with other service areas on campus (to ensure a broad offering of wellness programs and prevent duplication) including:
 - Health Center
 - Culinary Arts/Foodservice
 - Kinesiology Division, Physical Education and Dance departments
 - Health Sciences/Nutrition
 - Planetarium
 - ASCGCC and wellness-oriented student clubs
 - Health Insurance Broker and wellness offerings/discounts through insurance providers
- Schedule, prepare, advertise and host one-time events and ongoing activities for each semester
- Monitor the budget for wellness activities
 - Submit plans of cost-items and programs for approval to the Health and Benefits committee
 - Submit timesheets and/or stipend applications and maintain records of stipend completions for wellness activity leaders
 - Submit personal services agreements and payment requests for any outside contractors
- Maintain Wellness Program website
 - Manage and update web pages and social media as needed to increase awareness of wellness offerings and co-advertise wellness-related offerings in other service areas
- Record anonymous data from events and activities including:
 - Attendance/participation
 - Adherence/completion rates
 - Objective physiological assessments: such as blood pressure, weight/BMI,

- bodyfat %, aerobic fitness, muscular fitness, flexibility scores (if gathered during programs)
 - Subjective assessments: lifestyle behavior questionnaires, etc.
- Gather feedback from staff, faculty and students
- Analyze data and feedback to create comprehensive reports at the end of each semester, integrating assessment into future plans

Preferred Qualifications:

- Experience with and knowledge of contemporary practices in the area of college health and wellness
- Knowledge of the current health and wellness program structure at GCC
- Excellent written and oral communication skills
- Excellent organizational skills
- Knowledge of grant and budget management

Stipend and/or Released Time:

- 20% per semester, with short session hourly compensation at the discretion of the Wellness Committee not to exceed 25 hours per short session.

Term of Assignment:

This assignment will be for three years and will be subject to annual review and the availability of funding.

This position is a coordination, non-instructional position.

Application Procedure:

1. A complete RTEP Assignment Application or a letter of interest clearly outlining the applicant's qualifications **and** a resume outlining the applicant's experiences must be submitted to the Office of Human Resources by 4:30pm on the closing date.
2. Qualified candidates will be interviewed by a selection committee including the Vice President of Instruction, Guild President and Senate President, in consultation with an area expert from the Kinesiology Division.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



<p><i>APPLICATION FORM</i></p> <p>Wellness Coordinator <i>20% Assignment</i></p> <p>Closing Date: April 12, 2022</p>
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Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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