

## **WELL BEING PROGRAM COORDINATOR**

### **DEFINITION**

Under general supervision of the Director of Risk Management & Insurance, facilitates and coordinates the implementation of the District's Employee Well-Being Program. This position is funded by Blue Shield of California and administered through the District's Benefits Management Board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Embrace the Employee Well-Being Mission
- Collaborate with the Well-Being Committee to set direction and focus for the program
- Ensure the Committee is active and engaged in wellness programs
- Recruit members for the Well-Being Committee and for Site Wellness Champions
- Schedule and facilitate monthly Committee meetings; Establish agenda for Committee meetings
- Participate in conference calls and attend face-to-face meetings
- Share ideas/committee accomplishments with the Benefits Management Board
- Gather feedback from the Benefits Management Board for future plans and work with the Well-Being Committee to implement new programs
- Serve as the primary point of contact for all Employee Well-Being communication
- Share relevant information obtained from meetings with pertinent employees
- Distribute flyers and promotional material for Employee Well-Being events and activities
- Oversee the planning and execution of well-being initiatives. Gather feedback from employee groups on the effectiveness of the well-being initiatives

### **QUALIFICATIONS**

- Outstanding presentation and facilitation skills
- Strong interpersonal skills (communication, problem solving, conflict management, collaboration)
- Strong organizational skills