

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title:	<u>PT Wellness Program Coordinator</u>	Department:	<u>Wellness Department</u>
Reports To:	<u>Wellness Director</u>	Salary Range:	<u>\$15-20hr commensurate with experience (Part –Time, 10-15hrs per week)</u>

Position Summary: The UPM Wellness PT Program Coordinator will be responsible for the coordination and execution of all Wellness Program Initiatives with support from the larger team of staff and volunteers. The Coordinator will serve as the point of contact with partners and volunteers and report to the Wellness Director.

The Wellness Center mission is to help reduce the impact of toxic stress on children/families. This is implemented through our Wellness Model: Eat Well, Live Well, Do Well which promote healthy lifestyles through a holistic framework. The Wellness Program Coordinator is an integral part of the Wellness Team, providing direct support to the Wellness Director in assuring all programming and initiatives are coordinated and program goals are achieved. The Wellness Coordinator is responsible for the administration of said programming.

Essential Job Functions

1. To maintain Wellness calendar and facilitate on-going communication with Wellness staff, volunteers, partners.
 2. To collaborate with parents, teachers, staff, school principal and other school personnel as needed to facilitate scheduling, service delivery and/or goal achievement for client needs.
 3. To assist in the coordination of services, assessing family needs and linking them to other community service agencies for coordination of long-term care, to address needs that extend beyond the scope of the Wellness Center.
 4. To provide direct support to Wellness interns and coordinate their placement within the organization.
 5. To input data and generate reports for on-going measures.
 6. To aid in the on-going development of Wellness Program protocols, policies, materials, and content.
 7. To provide administrative support to the Wellness Director. This includes but is not limited to scheduling, preparing meeting materials, generating reports, providing timely feedback to external partners.
 8. To maintain all client files.
 9. To serve as the initial point of contact with external/internal partners.
 10. To assist the larger team in addressing emergent needs of families in crisis.
 11. To perform other duties as assigned by Wellness Director.
 12. To coordinate bi-weekly Wellness team meetings; quarterly volunteer meetings and help manage the volunteer pool.
 13. To coordinate all school-based services including but not limited to nutrition education, school garden and movement related activities throughout the year.
 14. To help coordinate Community Events.
 15. To follow all UPM employee policies including COVID procedures.
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Essential Job Requirements:

EDUCATION	Bachelor's degree from an accredited college, preferably in the field of social work, psychology, or related field.
EXPERIENCE	Excellent communication & administrative skills; Ability to work independently; Experience in case management and or program development with children/youth preferred.
PREFERRED SKILLS	Proficient in Microsoft Office, Google, Outlook, and other computer applications.
PHYSICAL REQUIRMENTS	Can lift 5-15 lbs.

****Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org
