



Wellness coordinator

Building a diverse wellness committee with a designated leader (wellness coordinator) is critical to employee engagement and effective communication; and overall, your program will be more successful because of it.

The wellness coordinator has an important role in establishing and sustaining a successful wellness program. Often times, without a support role in place, wellness programs can fail when there is no person (or persons) dedicating time, taking ownership and making day-to-day decisions to move efforts along.

If your company can designate this as a specific position, it can help leverage support toward wellness initiatives and demonstrates the intent of leadership to invest in the health of their employees. Having a dedicated position to coordinate resources and devote time solely to advance wellness initiatives will help streamline communication and can increase engagement.

If your company does not have the means to add additional staffing or a position specific to wellness, consider adding these roles and responsibilities to one or more current job descriptions. Ideal candidates may include a human resources staffer, a member of a safety committee, or any employee interested in promoting a healthy work environment.

Responsibilities can vary; basic tasks include:

- Lead and coordinate regular wellness committee meetings.
- Act as a liaison in the company to gather ideas, boost participation and sustain interest in wellness.
- Conduct program assessments and employee surveys to assess priorities in program development.
- Prioritize programs and interventions based on reported data that will make the greatest impact on participants and clients.
- Coordinate, communicate, promote and implement onsite biometric screenings and educational seminars on targeted topics.
- Prepare reporting on impact of the wellness programming and initiatives.

It is important to include defined duties of the wellness coordinator, as well as, committee members in current job roles/descriptions in order to ensure they receive the support and time needed to do these jobs well.

The information provided is meant to offer suggestions and examples of possible job details, responsibilities and qualifications. It is best to consider the needs of your individual organization, as this could vary.

Sample Wellness Coordinator Position Description:

Summary: Develops programs that create awareness and motivation and provides tools to employees that help them adapt and maintain a holistic approach to a healthy lifestyle. Responsibilities include but are not limited to: educational campaigns, behavior change programming, health assessments and screenings,



smoking cessation, and organizing health and wellness events. Actively contributes to all wellness committee meetings and works continuously to promote support throughout all levels of the organization.

Possible Primary Responsibilities:

- Plan, develop, implement, evaluate and maintain company-wide wellness initiatives and programs
- Assist in employee communications about wellness programming
- Implement related activities, including: onsite health screenings, lunch and learn seminars, blood drives, flu-shots, fitness classes, etc.
- Enhance program opportunities to personalize and increase employee participation
- Lead wellness committee to increase employee engagement and assist with implementation and communication of initiatives
- Establish relationships with all internal departments to increase involvement in wellness components
- Conduct assessments, employee surveys and focus groups to aid in program development
- Make budget recommendations regarding wellness initiatives/programs
- Analyze data and/or reports collected from health risk assessments, biometric screenings, etc.
- Maintain proper records and reports as required
- Keep abreast of current national wellness initiatives and activities
- Develop a network of resources and contacts to strengthen programming and knowledge

Minimum Qualifications Examples:

- A Bachelor's degree from an accredited university or college in Health Sciences, Physical Education, with specialization in Recreation, Fitness and Wellness or related degree is required.
- Knowledge of planning, coordinating and conducting a diversified wellness program
- Excellent written and oral communication and interpersonal skills
- Strong attention to detail
- Ability to maintain confidential documents and information
- Ability to perform a variety of tasks simultaneously
- Ability to prioritize and manage multiple projects at one time and meet deadlines

Optional: Preferred Qualifications:

- Master's Degree in Health Education, Health Promotion, Kinesiology, Recreation, Wellness, Nutrition or related field
- Specialized training and certification in various fitness and wellness programming
- Two years' experience in planning, organizing and supervising wellness programs

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