



**Position Title:** Part-Time Wellness Coordinator  
**Reports To:** Compensation & Benefits Manager  
**Department:** Human Resources Department  
**Prepared By/Date:** Jennifer Brito/ 08-26-2010  
**Approved By/Date:** Martha Arrieta/ 05-16-2012  
**Revised:** Donna French/05-16-2012

**Job Code:** 8142-00E  
**Job Group:** H1-NIE  
**Salary Grade:** HF  
**FLSA Status:** Exempt

**Summary:**

The Part-Time Wellness Coordinator is responsible for the planning, organizing, implementation, evaluation, and administration of all components of the employee health and wellness for Miami Dade College employees.

**Essential Duties and Responsibilities:**

- Develops and coordinates programs to improve the health and well-being of Miami Dade College employees
- Implements programs that shows effective promotion of wellness and provide measureable results
- Promotes wellness programming through employee communications, incentive campaigns, and other activities to generate employee participation
- Organizes and plans seminars college-wide on wellness-related topics
- Assists in the development of policies and procedures relevant to the operation of the College's employee wellness program
- Acts as Liaison with College Wellness Centers and outside providers to develop, implement, and manage wellness programs
- Supervises and monitors progress of wellness programming through regular communication with program contacts
- Develops creative and unique strategies to integrate wellness initiatives into the overall culture of the College
- Represents College at Wellness Summits and Forums
- Provides Human Resources management with quarterly reporting on program status, progress, and participation, including annual return on investment (ROI)
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of health care plans and health reimbursement accounts
- A strong personal commitment to a healthy lifestyle
- Strong attention to detail and highly developed organizational skills
- Knowledge of health and wellness programming as defined through National Health Coaching and Health Promotion standards.
- Excellent interpersonal skills with the ability to work effectively with other departments
- Excellent leadership, organizational, and problem solving skills
- Excellent interpersonal and communication skills (both verbal and written)
- Ability to develop and conduct training seminars and make presentations.
- Ability to promote and maintain effective working relationships
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and

staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in health promotion/management, human resource management, business or public administration, or related field
- A minimum of three (3) years of work experience in health and wellness programs and promotions
- Background in public health or health education

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name