

Wellness Center Coordinator Job Description

I. Position: Wellness Center Coordinator

II. Essential Functions

- a. Establishes, maintains and fosters relationships with providers.
- b. Plans, promotes and coordinates providers to be at the Wellness Center.
- c. Manages the scheduling of providers at the Wellness Center.
- d. Evaluates providers on an annual basis.
- e. Maintains and executes provider contracts as well as additional pertinent provider information.
- f. Advertises to the Long Island Community when providers will be at the Wellness Center.
- g. Welcomes providers to the Island and the Wellness Center.
- h. Responsible for opening and closing the Wellness Center.
- i. Acts a wellness resource for community members.
- j. Ensures proper cleanliness and sanitation of the Wellness Center and coordinates with custodial staff.
- k. Ensures the Wellness Center is stocked with essential items such as soap, paper towels and toilet paper.
- l. Manages and executes Wellness Center Hold Harmless Agreements for the shower facility and access control for residents.
- m. Coordinates volunteer staff as needed.

III. Knowledge & Skill Requirements:

- a. Excellent communication skills with emphasis on community awareness of provider services.
- b. Eye for detail and high standards for cleanliness.
- c. Highly organized, excellent with time management and scheduling.
- d. Excellent Microsoft Office skills: Word, Excel, Outlook, Google calendar.
- e. Ability to work independently with Wellness Council, Select Board, and other occupants and users of the building where the center is located
- f. Knowledge& understanding of HIPPA privacy rules and willingness to maintain complete confidentiality.
- g. Have an empathetic personality and be respectful of all users of the Wellness Center.

IV. Reports to:

- a. Select Board.
- b. Wellness Council.

V. Supervises:

- a. Wellness Center volunteers.

VI. Appointment:

- a. Recommended to Select Board by Wellness Council. Annual review by both Select Board and Wellness Council.

VII. Stipend:

- a. Up to \$5,000 commensurate with experience and qualifications.