

Healthy Lifestyles Coordinator

UNIT/LOCATION: Crestmont

WORKING HOURS: 900 hours completed by 8/31/19

PAY RATE: AmeriCorps 900 Hour Americorps Contract: Living Stipend of \$7,425 awarded proportionally bi-weekly; Educational Award of \$2,865 awarded at the end of service.

DATES: Start Date September 5th

JOB DESCRIPTION:

The Healthy Lifestyles Coordinator will work with the organization's Healthy Lifestyles Director. The Healthy Lifestyles Coordinator will assist with daily, weekly, and monthly duties. The Healthy Lifestyles Coordinator will have responsibilities that include scheduling, creation and implementation of activities and programs, and ensuring that our members have a safe, positive environment while in the Gym.

ESSENTIAL JOB FUNCTIONS:

1. Assist the Healthy Lifestyles Director on working projects
2. Implement activities and programs
3. Record attendance and program data
4. Supervising a program area
5. Assist in cleanup of program areas
6. Cultivate and develop positive relationships with members, staff, volunteers, schools, parents, and the community
7. Assume other duties as assigned

QUALIFICATIONS:

1. Interest in promoting Healthy Lifestyles to our members
2. Knowledge of games that can be played in a Gym

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers, and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.