
Wood County Committee on Aging, Inc. Position Description

Position: Program and Wellness Specialist
Index Number: 402

Reports to: Director of Programs

Purpose: Develop, plan, organize, implement and evaluate programs that meet the mission of WCCOA.

Responsibilities to include:

1. Develop, implement, schedule, promote, and evaluate designated wellness programs and activities at all WCCOA Senior Centers, or virtually, as assigned.
2. Coordinate and facilitate registration for programs, classes, and events, as assigned.
3. Facilitate programs, activities and special events including those conducted in the evenings and on weekends, as assigned.
4. Input senior profiles into MySeniorCenter. Create and modify events and program listings in MySeniorCenter.
5. Plan, implement and transport participants to approved trips and tours, maintaining transportation records, as required.
6. Monitor all WCCOA Senior Center sites for program requirements based on agency standards. Communicate with Site Managers, Food Service Manager and Director of Programs to ensure compliance.
7. Assist with evaluation of program effectiveness and suitability.
8. Coordinate activities and programs of volunteers and interns as directed by the Director of Programs.
9. Collection of program/class/trip fees maintaining registrant list for each event in accordance with WCCOA fiscal policies and procedures.
10. Develop and promote, in conjunction with community partners, the Perrysburg Area and Bowling Green Guiding Pathways programs.
11. Secure, maintain and track proof of insurance, certifications, W-9s, use of space agreements, and continuing education for all instructors and program clinics at all sites and community-based settings.

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12. Facilitate evidence based and chronic disease self-management programs as assigned. Complete all required training to conduct these programs.
 13. Develop, distribute and collect programs, activity and event waivers for all participants. Maintain documentation in accordance with WCCOA record and retention schedule.
 14. Maintain files and archives of programming resources.
 14. Attend approved conferences and workshops for professional development.
 15. Perform other duties as assigned.

Qualifications and Essential Skills:

Education requirements: Bachelor degree in Gerontology, Recreation/Leisure Studies, Exercise Science, Kinesiology, or related field or demonstrate equivalent experience in related field. Must be a self-starter and demonstrate creativity, effective public relations and communication skills. Demonstrated computer knowledge and proficiency required, including proficiency with Microsoft Office Professional (all components).

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Must be able to lift a minimum of 50 pounds consistently.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.