TITLE: **COMMUNITY WELLNESS PROGRAM COORDINATOR**

QUALIFICATIONS:
Knowledge of Unit #1 facilities
Good communication skills
Familiarity with Unit #1 Staff
Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO:
Superintendent
Director of Curriculum and Instruction

SUPERVISES: Community Wellness Program teachers and adult participants

JOB GOAL: Coordinate a successful and self-supporting Community Wellness Program to be enjoyed by the residents of School City Community Unit School District #1.

PERFORMANCE RESPONSIBILITIES:

1. Communicate with principals and staff, as needed, to establish a broad range of adult course offerings to be made available to Unit #1 residents.

2. Develop in cooperation with building principals, a schedule of offerings including dates, times and locations.

3. Develop appropriate advertising of course offerings to help assure public participation.

4. Provide supervision, as needed, of all course offering locations.

5. Assume responsibility for the collection and safe keeping of all fees. Coordinate deposit procedures with the Director of Business Services.

6. Develop surveys for completion by participants. Use results as a guide to provide program improvement. Report results to the Director of Curriculum and Instruction.

7. Perform other duties as assigned by the Director of Curriculum and Instruction.

TERMS OF EMPLOYMENT: The Community Wellness Program Coordinator shall devote such time as warranted to successfully complete the responsibilities listed above. Stipend added as per Board of Education.

EVALUATION: The Director of Curriculum and Instruction of the school district will evaluate the performance of the Community Wellness Program Coordinator.