



Health and Well-Being Coordinator
Part Time - 25 hours

FLSA Status: Non-Exempt

Purpose: As an expression of our mission to *Love God & Love Neighbor*, identify, develop, coordinate, communicate and represent ministries of wellbeing, including those associated with the Senior wellbeing ministry, to both the community and the congregation at Church of the Palms.

Qualifications:

- Minimum of high school degree with some college preferred.
- Familiarity with current and emerging spiritual, mental and physical well-being programs for adults, particularly for seniors.
- Skilled in use of Microsoft Suite, Google Suite, and Outlook as well as skilled at learning new technological and software applications.
- All employees are expected to know and follow the Staff Covenant at all times.

Core Competencies:

- **Adaptability:** Able to adapt to a changing work environment. Able to work and communicate with people across all demographics and through various channels.
- **Communication:** Able to communicate well in written and spoken words.
- **Hospitality:** Exudes warmth and welcome to all, creating an atmosphere that communicates our mission to Love God and love neighbor.
- **Initiative:** Takes action to influence events. Generates ideas for improvement, takes advantage of opportunities, suggests innovations. Does more than required.
- **Integrity:** Uses professionalism and discretion; maintains confidentiality at all times; abides by and supports the adherence by others to the staff covenant.
- **Interpersonal:** Demonstrates the ability to lead others with skills of active listening, problem solving and encouragement. Engages people positively with a demeanor of optimism, abundance & warmth.
- **Work Standards:** Sets and maintains high performance standards. Is detailed-oriented. Able to work under pressure and adhere to deadlines.

Essential Duties:

- Strives to grow the ministry in new and holistic ways that address the real, felt needs of the congregation and the broader community.
- Serve as the primary point of contact for visitors, instructors, and partner organizations creating a bridge between the church and the community.

- Schedule and organize a calendar of events for the *Palms Center* and the *Senior Wellbeing Ministry* which reflects our commitment to caring for the whole person: body, mind and spirit.
- Represent *The Senior Well-Being* ministry as Liaison to Community Services Organizations.
- Identify, Coordinate, and Oversee Educational Programming across *Senior Well-Being* Ministries.
- Onboard new hires and partner organizations and maintain existing relationships ensure compliance to all policies and procedures. (including but not limited to: invoicing, attendance tracking, release forms, and payment processing)
- In concert with the communications and facilities teams, responsible for creating a clean and welcoming environment, including ordering necessary supplies for fitness classes and *Palms Cafe*, and managing the technology booth.
- Recruit, train, support and encourage *Palms Center* and *Senior Well-Being* volunteers in their ability to welcome all and to abide by our policies and procedures (including accident reports and waivers, etc)
- Manages *Palms Center* and *Senior Well-Being* website and serves as a liaison for both ministries to the Church of the Palms communications team.

Note: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission; therefore, an employee may be assigned other related projects by their supervisor or Personnel Committee.

Reporting Relationships:

Reports to Family Life Pastor

Terms of Employment:

At-Will, Regular, Part-time, Non-Exempt. 25-hour workweek, Flexible work week based on scheduled ministry programs and activities with occasional evenings and weekends required.

Evaluation:

Performance will be reviewed initially after 90 days of employment and then annually.

Employee

Date

Family Life Pastor

Date

This job description does not constitute an employment contract and may be changed as necessary.