



Healthy Aging Association

Program Assistant & Health Educator Job Description

PURPOSE OF POSITION:

- o Assist with the design and/or implementation of all fitness, nutrition, fall prevention, COVID-19 outreach and social programs to enhance the quality of life of older adults.

QUALIFICATIONS:

Education and Certification:

- AA or BA in any health-related field
- Experience in lieu of degree at the discretion of Executive Director or Health & Fitness Program Manager

Experience:

- Preferred: Experience in presenting health related topics in front of small to large groups.

Personal Skills:

- Dependable and punctual
- Ability to speak in front of a wide range of groups
- Be multi-tasked oriented, well organized and creative
- Ability to learn of program & components related to senior issues
- Professional manner and appearance
- Knowledgeable in Microsoft Office and Google Docs.

RESPONSIBILITIES:

- Conduct/instruct classes to enhance overall health & fitness in older adults.
 - o Young at Heart Strength Training Fitness classes
 - o Fall prevention education/programs
 - o Health and Nutrition education/programs
- Make follow-up, satisfaction, and adherence calls to program participants in a timely manner.
- Works collaboratively with staff to present health & wellness programs and presentations.
- Present health & wellness programs at facilities, senior centers, or elsewhere in the community.
- Assist with compiling data, maintaining databases, and reporting on programs.
- Assist with marketing and fundraising.
- Additional duties as assigned.

Part-Time Position: 15 - 29 hours per week (Monday - Friday)

Short-term position: Summer 2022

Position Open: 03/28/2022 and open until filled