



# Healthy Aging Association

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## **Fitness Program Coordinator / Health Educator Job Description**

### **PURPOSE OF POSITION:**

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

### **QUALIFICATIONS:**

#### **Education and Certification:**

- Bachelor's Degree or working toward Bachelor's Degree with a major in health, kinesiology, anatomy or related field of study
- Experience in lieu of degree at the discretion of Executive Director or Health & Wellness Program Manager

#### **Experience:**

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

#### **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
- Good leadership qualities
- 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
- Assists in the development of program content.
- Be trained and certified as a Master Trainer for Young at Heart and A Matter of Balance.
- Facilitate initial and ongoing trainings for both Young at Heart and A Matter of Balance.
- Coordinates nutrition programs (Green Bag and SNAP-Ed programs)
- Make follow-up, satisfaction, and adherence calls to program participants as needed.
- Works collaboratively with staff to coordinate, and present health & wellness programs and presentations.
- Present health & wellness programs at facilities, senior centers, or elsewhere in the community.
- Ability to work with and oversee volunteers.
- Assist with creating assessments, compiling data, maintaining databases, and reporting on programs.
- Participate in community meetings.
- Assist with marketing, fundraising, events, and managing supplies.
- Additional duties as assigned.

Full Time Position: 32 - 40 hours per week

Benefits after 90-days of employment (health benefits, holiday and vacation pay)