

URBAN**PROMISE** MINISTRIES JOB POSTING

Position Title: PT Wellness Program
Coordinator

Department Wellness Department

Reports To: Wellness Director

Salary Range: \$20.26-21.50 hr commensurate with experience
(Part –Time, 15-20hrs per week)

Position Summary: The UPM Wellness PT Program Coordinator will be responsible for the coordination and execution of all Wellness Program Initiatives with support from the larger team of staff and volunteers. The coordinator will serve as the point of contact with partners and volunteers and report to the Wellness Director.

The Wellness Center mission is to help reduce the impact of toxic stress on children/families. This is implemented through our Wellness Model: Eat Well, Live Well, Do Well which promote healthy lifestyles through a holistic framework. The Wellness Program Coordinator is an integral part of the Wellness Team, providing direct support to the Wellness Director in assuring all programming and initiatives are coordinated and program goals are achieved. The Wellness Program Coordinator is responsible for the administration of said programming.

Essential Job Functions

1. To maintain Wellness program calendar and facilitate on-going communication between Wellness staff, volunteers, partners.
 2. To collaborate with parents, teachers, staff, school principals and other school personnel as needed to facilitate scheduling, service delivery and/or goal achievement to assure client needs are met.
 3. To manage the coordination of support services provided by the Wellness team. This includes coordinating the following school-based support services: nutrition education, cooking classes, school garden program and movement related activities.
 4. To assist the team in managing crisis situations: This may include assessing family needs, coordinating intakes for counseling support, linking families to community resources, or completing Emergency Family Fund requests.
 5. To manage & coordinate the master's level Intern program in partnership with Rutgers & Eastern Universities. This includes providing direct support to interns during on-boarding, assuring all clearances are completed with HR and coordinating their placement within the organization.
 6. To manage Civicore database and generate monthly impact reports.
 7. To aid in the on-going development of Wellness Program protocols, policies, materials, and content.
 8. To provide administrative support to the Wellness Director. This includes but is not limited to scheduling, preparing meeting materials, generating reports, and on-going communication with external partners.
 9. To help maintain all client files and confidentiality.
 10. To serve as the primary point of contact with external/internal partners while continually exploring potential partnerships that align with our holistic framework.
 11. To perform other duties as assigned by Wellness Director.
 12. To coordinate bi-weekly Wellness team meetings; quarterly volunteer meetings and help manage the volunteer pool.
 13. To help coordinate Wellness related events. This may include managing everything from marketing to logistics along with the social media interface.
 14. To adhere to all company, communicable disease protocols, and employee policies and procedures.
 15. To embody and promote the Values of UrbanPromise which include of Faith, Community, Holism, and Innovation.
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Essential Job Requirements:

EDUCATION	Bachelor's degree from an accredited college, preferably in the field of social work, psychology, or related field.
EXPERIENCE	Excellent communication & administrative skills; Ability to work independently; Experience in case management and or program development with children/youth preferred.
PREFERRED SKILLS	Proficient in Microsoft Office, Google, Outlook, Canva and other computer applications.
PHYSICAL REQUIRMENTS	Can lift 5-15 lbs.

****Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Pamela Foxx pfoxx@urbanpromiseusa.org
