

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Parks Health & Wellness Coordinator</u>
Sch.& Grade	<u>PAT-9</u>
Class Code	<u>BE89</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Recreation</u>

PRIMARY PURPOSE:

Plan, organize, direct, and coordinate the operations of health and wellness programs for the Springfield-Greene County Park Board.

SUPERVISION:

Under the general supervision of the assigned Community Recreation Services Administrator or designee. Supervises assigned staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs, reviews and approves department health/wellness programs and activities for the Springfield-Greene County Park Board including making recommendations, formulating and implementing department policy, and participating in the development and management of the departmental budget.
2. Manages and develops health/wellness strategy including community/family center marketing, educational programs/classes, health assessments, personal training programs and staffing, athletic injury screening, health/wellness displays and literature, and community outreach programs.
3. Supervises and directs the work of program personnel, including making hiring decisions; providing leadership, scheduling and assigning work; conducting performance evaluations; recommending and implementing necessary disciplinary actions; etc.
4. Initiate, maintain, and develop effective working relationships/partnerships with healthcare entities, schools, businesses, and community-based organizations.
5. Provides related technical assistance to the Parks Department and other City departments through educational presentations, counseling, and consultation as assigned.
6. Functions as lead liaison for national health initiatives developed and implemented by the National Recreation and Parks Association, National Institutes of Health as well as other national health/wellness and sports organizations.
7. Serves on the Board of Directors of the Springfield Area Community Olympic Development Program in sports medicine and organizational capacities.
8. Serves as head athletic trainer for the World Team tennis Springfield Lasers franchise; directly administers, supervises and refers all health and injury care for roster players and provides related assistance to the visiting team.
9. Perform opening, closing and on-call duties for assigned facilities, as well as assigned security system calls and inquiries as needed.
10. Travels to a variety of on- and off-site locations related to Parks and/or City health/wellness activities as required.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, practices, standards, and current trends in health, wellness and athletic training; facility industry standards; quality supervisory principles and techniques; management techniques.

Abilities

Effectively oversee and administer health/wellness programming for the Springfield-Greene County Park Board; analyze and evaluate situations accurately and make recommendations; exercise discretion and sound, independent judgment; work independently with little or no direction; develop staff members and communicate clear goals and objectives; effectively prepare and present reports, presentations, and programs; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Health/Wellness, Sports Medicine, Physical Education and/or related discipline plus at least three years of progressively responsible professional experience in management and administration.

Physical Requirements

Performs bending and reaching to both ground level and overhead; holds and grips objects; lifts, carries, pushes and pulls 60 pounds; must be able to observe physical activities, sports performance and other functional activity for evaluation purposes and to identify associated concerns.

Working Environment

Primarily indoors with heating and cooling regulated environment; may be exposed to extreme weather conditions and environmental exposures when overseeing outdoor activities.

Licensing/Certification

Certified Athletic Trainer (National Athletic Trainer's Association Board of Certification) is preferred; Certification in First Aid/CPR/AED required (Instructor certification is desirable).

Miscellaneous Requirements

If operating a motor vehicle during the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator's License, and provide required liability coverage. Subject to working some weekend and evening hours.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO.
Comments:	Updated Abilities	Date:

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____