

Faulkner County Council on Aging, Inc.

Position: Health and Wellness Coordinator

Hours/Week: 30 hours per week. Typically, 8:00am – 2:00pm. Hours may vary as needed.

Job Description

Enjoy spending time with senior adults and have an interest in issues of the aging.

Be knowledgeable of and certified in teaching Move With Balance, Drums Alive, Chair Yoga, Silver Sneakers, Peppi, and other classes as needed.

Willingness to obtain certifications or maintain certifications as needed.

Participate in trainings for required classes, such as: Matter of Balance, Noggin, Chronic Disease, and DEEP.

Organize annual Health and Wellness Expo.

Responsible for tracking attendance and maintaining required records while ensuring guidelines are being met.

Responsible for set-up and tear down of classes and activities as needed.

Knowledge of fitness center equipment or willingness to learn.

Coordinate class schedules and activities in advance to ensure information is included in the monthly calendars.

Organize flu shot clinics and beneficial wellness opportunities.

Responsible for coordinating activities, especially ongoing and new activities.

Speak at various community meetings about the programs offered at the Senior Wellness and Activity Center and the impact of these programs upon the health of our older citizens.

Organize and oversee fitness related fundraiser, as needed.

Participate in training programs, staff meetings, and fundraising events for the program.

Be courteous, cooperative, and maintain a willingness to complete any duties that need fulfilling to produce a team effort and more efficient delivery of services.

Qualifications:

Certification in fitness related field a plus, but not required.

Enjoy motivating others and making exercise and activities fun for those involved.

Ability to use Microsoft Office.

Excellent organizational skills.

Experience in teaching fitness classes or activities a plus.

Current CPR certification, or willingness to obtain one within 30 days.

Discreet with the ability to maintain confidentiality.

Willingness to submit to AR Department of Motor Vehicle check, a criminal background check, pre-employment drug test.

Ability to read, write, and follow written instructions.

Ability to perform some heavy lifting (40 lbs. or less).

To apply, complete an application at 705 E Siebenmorgen, Conway. Please attach a current resume with references.

NOTE: Hours may be negotiable for the ideal candidate who is currently certified in teaching classes and has an understanding of operating fitness center equipment.