



MEMBER POSITION TITLE: Workplace Wellness Assistant

HOST SITE: YMCA of the Fox Cities – Neenah - Menasha YMCA

OVERVIEW: Under the supervision of the Membership/Community Relations Director of the YMCA of the Fox Cities the Workplace Wellness Assistant is responsible for supporting Workplace membership and wellness partnerships and for developing, managing and implementing quality programming for employers and members. The Workplace Wellness Assistant will also serve on community committees such as Weight of the Fox Valley that focus on increasing awareness of the importance of worksite wellness. The Workplace Wellness Assistant will also be responsible to assist in developing new partnerships and creating and managing new program initiatives, to support community needs.

DESCRIPTION OF DUTIES:

- Responsible for supporting the coordination of Workplace Wellness services and increasing penetration within current corporations.
- Work closely with the Membership Development Specialist to provide appropriate service to Workplace Wellness partners.
- Work closely with membership and Wellness teams to provide appropriate wellness services to Workplace Wellness partners such as health fairs, presentations, classes, etc.
- Research wellness topics and assist in developing and updating presentation library.
- Survey current companies to determine their wellness needs.
- Input and analyze data and outcomes and generate reports for all necessary Worksite Wellness programs and AmeriCorps Program requirements.
- Plan workshops and presentations for those enrolled in programs and to aid in recruiting program participants Send, receive and return phone calls and emails
- Develop content for workplace wellness newsletters
- Assist in creating fliers and promotional pieces.
- Attend meetings – YMCA and community. Assist with preparations for YMCA Worksite Wellness meetings.
- Call upon companies who may be potential partners.

QUALIFICATIONS:

- Passion for health and wellness initiatives
- Associates or Bachelor's degree in: Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Be 18 years or older at the beginning of their service
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S



TRAINING: YMCA of the Fox Cities will offer an additional day of orientation. WOTFV AmeriCorps Program will offer additional opportunities for professional development including conflict resolution, citizenship, and volunteer management trainings.

OTHER INFORMATION:

- **Member Term of Service:**
 - WOTFV AmeriCorps Program year of service runs from September 4th 2018-August 15th, 2019.
- **Time requirements**
 - *Full-time members will serve 1730 hours during the year, averaging 34.5 hours/week.*
 - *Half-time members will serve 930 hours during the year, averaging 18.5 hours/week.*
- **Benefits**
 - Members will receive a living allowance while serving, which is paid on the 15th and last day of each month.
Full-time members will receive a gross living allowance of: \$572.16 per pay period
 - *Half-time members will receive a gross living allowance of: \$286.08 per period.*
 - Segal Education Award upon successful completion of hourly requirement described in Time Requirements: *\$5,920.00 for full-time and \$2960.00 for half-time members.*
 - Forbearance on qualified student loans while serving and interest accrual payments.
 - Full-Time Members are eligible for basic health insurance and childcare reimbursement (if eligible).
 - YMCA of the Fox Cities Complimentary Membership.

CONTACT INFORMATION AND APPLICATION DUE DATE (if applicable):

- **Brenda Johnson, Executive Director Heart of the Valley YMCA:** email: bjohnson@ymcafoxcities.org OR mail or in-person delivery to: Heart of the Valley YMCA, Attn: Brenda Johnson, 225 W. Kennedy Ave. PO Box 215, Kimberly WI 54136
- **Amanda Ross, WOTFV AmeriCorps Project Manager:** email: amanda.ross@unitedwayfoxcities.org OR mail or in-person delivery to: United Way Fox Cities, Attn: Amanda Ross, 1455 Midway Road, Menasha, WI, 54952