



MEMBER POSITION TITLE: Health and Wellness Coordinator

HOST SITE:

Calumet County Public Health Office
Calumet County Courthouse
Room 212
206 Court Street, Chilton WI 53014

APPLICATION DUE DATE: August 9, 2019

OVERVIEW:

The AmeriCorps service member will serve in Calumet County Public Schools, childcare centers, food pantries, and several community county programs to develop, support, and enhance educational opportunities by changing systems, and/or environments. The service member will develop new and support existing evidenced based or evidenced informed programs with research based information.

The member will encourage strong partnerships and will be ready to listen to collaborative ideas. They will adapt programming and be ready to further advance the U-CAN and WOTFV goal to empower Calumet County residents to build and embrace a healthy lifestyle.

For details regarding WOTFV AmeriCorps member benefits, program information, and prohibited member activity go to:

- www.weightofthefoxvalley.org/amicorps/
- [www. Nationalservice.gov/programs/amicorps](http://www.Nationalservice.gov/programs/amicorps)

DESCRIPTION OF DUTIES:

- Coordinate and implement health education information focused on healthy weight, physical activity, and or healthy eating habits including breastfeeding, sugar beverages, and adequate sleep during the school day
- Coordinate and implement community events promoting health education
- Educational mediums and information sharing in childcare centers regarding physical activity, healthy eating and recommended sleep
- Taste testing during public school lunch hour weekly as permitted in the five area schools
- Coordinate school effort to start or enhance school garden projects and/or classroom education
- High school classroom educational activities regarding physical activity, healthy eating, and recommended sleep
- Develop educational learning session with elementary school during physical education class
- Develop educational lesson plans for elementary students regarding reduced screen time
- Develop after school parent teacher conference educational mediums regarding benefits of decrease sugary beverages, promote recommended sleep, and eat recommended fruits and vegetables
- Assist with 5K "Stomp out Stigma" run/walk at Chilton High School
- Offer bimonthly WIC education classes with WICrecipients at clinic sites
- Meet with staff and enhance educational lessons at public schools with regard to school gardens
- Partner with local hospital to develop a program and provide information to Women Infant and Children (WIC)



clients and community members regarding gardening opportunities and the start of a garden market

- Partner with Safe Routes to School staff, school staff, and families for bike/walk to school day
- Coordinate with local media, coverage of planned events
- Develop educational materials based on local, state, and federal resources
- Participate and fulfill the duties of mandatory AmeriCorps trainings, events, and webinars
- As required per WOTFV AmeriCorps program, maintain attendance logs for health education recipients
- Maintain a spreadsheet of data, including type and number of projects completed
- Administer and collect data for health education programming
- Report to the Calumet County Steering Committee, Health and Human Services Board and Public Health staff in written, oral, or PowerPoint format

QUALIFICATIONS:

- Ability to self-start and work well in a team setting
- Proficient in various forms of social media such as Facebook, Instagram, YouTube, Twitter
- Proficient in Microsoft Office products, Word, Outlook, and PowerPoint
- Leadership skills
- Communication skills including public speaking, teaching and interpersonal skills
- Experience desired working with children and teens, relationship building
- Ability to communicate professionally in oral and written form
- Ability to maintain confidentiality in all matters of the health department
- Experience working with, appreciation and respect for diverse, populations, cultures, and economic life experiences
- Ability to work directly with professional staff
- Passion for health and wellness initiatives
- Wisconsin Driver's License, auto-insurance, and ability to travel with own vehicle
- Ability to attend required orientation as determined by WOTFV AmeriCorps program
- Ability to attend first day on-site work 9/3/2019 at the Calumet County Public Health office
- Available 8AM to 4:30PM, Monday through Friday for usual work-day, some evening and weekend availability required
- Successfully complete Calumet County pre-employment requirements
- Provide information and complete, and pass a criminal history check
- Bachelor's degree in Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Must be at least 18 years old or older at the time of service
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S

TRAINING:

- On-site training/meeting opportunity will be provided with Farm to School staff, if needed and not provided by WOTFV



- On-site training/meeting with Women Infant and Children (WIC) program staff will be provided
- On-site training/meeting opportunity with Safe Route to School staff, East Central Wisconsin Regional Planning Commission (ECWRPC) if not provided by WOTFV
- 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 3rd, 2019-August 31st, 2020
- **Time requirements**
 - Full-time members will serve 1700 hours during the year, averaging 33 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: \$583.00 per pay period
 - Segal Education Award upon successful completion of hourly requirement described in Time requirements: \$6,095.00 for full-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)
 - Mileage paid as according to Calumet County policy

CONTACT INFORMATION AND APPLICATION DUE DATE:

Application Due Date: August 9, 2019

- Submit a cover letter and resume by mail or email to:

Calumet County Public Health Office
 AmeriCorps Application-Deb Wagner
 206 Court Street
 Chilton, WI 53014
 Telephone (920) 849-1432
 Email: healthdept@calumetcounty.org

AND

Complete an application found on the WOTFV AmeriCorps Program website:
<http://www.weightofthefoxvalley.org/amicorps/>

OR

- Contact: Amanda Ross, WOTFV AmeriCorps Program 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