

**POSITION: LiveWell Longmont Worksite Wellness Coordinator**

OPENING DATE: March 3, 2010

CLOSING DATE: March 15, 2010

POSITION START DATE: As arranged

SALARY RANGE: Depending on qualifications

**OVERVIEW**

LiveWell Longmont is a community initiative funded by LiveWell Colorado. LiveWell Colorado aims to provide every Coloradoan with access to healthy foods and opportunities for physical activity in the places they live, work, learn and play. This non-profit organization will realize its vision by elevating health and wellness awareness, augmenting funding for the most promising obesity reduction strategies and leveraging investments and resources.

LiveWell Longmont is a movement designed to ensure that healthy lifestyle choices are always available and convenient for all who work, live, play, and learn in our community.

**Goals**

1. In five years, LiveWell Longmont will increase the percentage of Longmont residents eating five fruits and vegetables each day from 42% to 62%.
2. In five years, there will be a 25% increase in the number of people in Longmont who incorporate biking, walking, and other physical activity into daily life.
3. In the area of physical activity and nutrition, in five years, Longmont will be a highly informed community, leading to healthy lifestyles.
4. LiveWell Longmont will be a sustainable community movement with the diverse resources and capacity necessary to accomplish our goals.

Goal 4 maintains a unique role for LiveWell Longmont, as this is the development of our coalition, considered a priority by our Steering Committee, and a way to achieve Goals 1 – 3.

Uniting our vision, mission, and goals through the formation and development of the LiveWell Longmont Coalition, we will work to *inspire* the people of Longmont to make healthier choices supported through the environment in which they are a part.

**POSITION DESCRIPTION**

This position will work with 3 of the largest employers in Longmont: Longmont United Hospital, St. Vrain Valley School District and the City of Longmont. This position will report through LiveWell Longmont to develop and provide leadership for a collaborative and integrated multi-organization worksite wellness program for the three organizations listed above. This position is charged with designing a system through which these three employers establish a unique partnership to build, enhance and strengthen worksite wellness infrastructure, policies and interventions, both within their own organizations, as well as to serve as a resource for the community. This position shall design and implement programs with the intention of building a community-wide worksite wellness coalition available to all employers in Longmont. This individual will be based on-site at each of the

three organizations at least one day a week

Specific responsibilities:

3-employer Partnership:

- Remain current on national, regional and local data and information related to sound worksite wellness practices
- Assess existing partnerships between the three employers and determine efficient avenues of communication and information sharing
- Facilitate partnerships, work with employers to establish roles and responsibilities
- Build the capacity of each organization to effectively collect data, implement programs and evaluate efforts
- Provide guidance on the most appropriate policies, interventions and implementation methods for worksite wellness
- Evaluate process and outcome data
- Develop a communication plan through which this partnership and the activities of these organizations can be effectively promoted throughout the three organizations
- Collect and analyze performance and cost data on the various programs and report results to clients
- Coordinate all wellness related communications (including e-mail, fliers, posters, web sites) and marketing in collaboration with client's communication team, as well as developing relationships with key stakeholders, to help grow the program and encourage participation
- Develop a sustainability plan with each client to ensure worksite wellness at each employer is integrated into each respective organization

Multi-Worksite Wellness Collaboration

- Research and document community-based worksite wellness councils and collaboratives
- Collect information regarding local organizations that could be partners in collaboration
- Gain buy-in at the community level to support sustainability of collaboration
- Create a strategic plan for worksite collaboration that is unique to the Longmont community. This system will provide current data and resources supported by evidence-based practices, mentorship, rewards and recognition, and sustainability of wellness efforts in Longmont.
- Develop a communication plan among businesses and LiveWell partners through which community awareness and involvement can occur
- Collect and analyze performance and cost data on the various programs and report results to LiveWell Longmont with a focus on outcome measurements
- Determine future action steps for the collaboration based on data and best practices
- Participate in the various wellness committees and provide guidance for future wellness initiatives in the community
- Coordinate selected/designated shared activities among partners
- In conjunction with the LiveWell Longmont Program Evaluator, survey participants on each program and use feedback to improve future programs

- Generate an community annual report with program highlights, participation results, and program recommendations for the upcoming year
- Develop, support and lead Worksite Task Force (as part of LiveWell Longmont Coalition) and the activities associated with this group (Annual conference, grants management, networking sessions, etc.)

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- Bachelor's Degree in a related field as well as a minimum of 5 years of work experience in health promotion program management is required.
- An advanced degree in Public Health, Exercise Physiology/Kinesiology, Health Education, Nutrition, or a related field is preferred.

### Special Skills:

- Strategic and creative thinker with the ability to envision and plan for a way to establish a unique model of collaborative worksite wellness in the Longmont community
- Strong communication skills (written, oral, ability to present information to groups)
- Project management skills and organizational skills
- Meeting facilitation including management of task force or similar peer focused group
- Leadership and relationship-building skills with stakeholders, team members and partners
- Attention to detail and the ability to multi-task
- Ability to work with multi-level design and consultation capacity with accountability to each
- Ability to identify and leverage strengths of all partners and maximize these strengths
- Highly independent and can work effectively under pressure
- Ability to transition theory into practical application based on different corporate cultures
- Ability to search and secure additional funding for collaboration efforts

### Knowledge:

- Thorough understanding of worksite wellness best practices and evidence-based programming
- Advanced computer literacy: Microsoft Office and Microsoft Publisher
- Understanding of worksite wellness community projects
- Creative and innovative approaches to marketing
- Health promotion fundamentals
- Ability to collect and interpret data
- Ability to plan for and establish a sustained program
- Effective program design and development

Please send **hard (no E-mails accepted)** copy of cover letter and resume, four references and salary requirements to:

Melissa Trecoske Houghton  
Worksite Wellness Position  
LiveWell Longmont  
950 Lashley Street  
Longmont, CO 80504