



116 N HEBER STREET, SUITE B, BECKLEY, WV 25801 • (304) 254-8488

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## Active Southern WV Job Position

**Title:** Workplace Wellness Director

**Date:** February/March 2022

**Reports to:** Executive Director

**Starting Salary:** \$38,000 - \$42,000

**Location:** Beckley, WV with some remote work and travel

**Status:** Full Time

**Benefits Eligible:** Health insurance, 3% retirement match, paid holidays (following State of West Virginia holiday schedule), 10 vacation days, 10 wellness days, flexible daily schedule, reimbursable mileage, work culture of wellness

### Organization Overview

Active Southern West Virginia (Active SWV) believes the quality of life and economy in southern West Virginia can be improved through physical activity opportunities and wellness education. The Workplace Wellness Director position will be a key role in increasing awareness and resources to make meaningful impacts in the lives of our rural communities.

### Position Summary

Assists in the planning, development, implementation, and monitoring of region-wide workplace wellness initiatives with participating member and grant recipients. Facilitating and sustaining current workplace wellness sites utilizing the CDC Health Scorecard and the Work@Health program. Developing site specific programs at new locations to create awareness, motivation, and provide tools to employees to help them adapt and maintain a well-rounded, healthy lifestyle. Responsible for recruiting new worksites into the program and administering the annual Capacity Building Grants. The ideal candidate needs to work well with a team but also take initiative to identify next steps and provide solutions to challenges. It is important for the ideal candidate to value an active lifestyle and be a role model for those around them.

### Career and Education Requirements

The health and wellness director must have knowledge of health practices and policies, prior leadership experience (preferably, the implementation of nutrition, athletics programs, and team building), and management skills. Undergraduate education in fields such as exercise science, medicine, kinesiology (sports medicine), nutrition, human resources, and other health studies topics is preferred. Additional training or degrees in business, communication, and marketing strategy may also benefit a candidate aspiring to attain this position.



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### **Additional Skills**

Implementing a new strategy takes investment, careful planning, and organizational skills, meaning a good candidate would be someone with experience in creating and introducing new plans with attention to detail and functionality.

Professional level computer skills, effective communication, and the ability to delegate responsibility enhance a candidate's likelihood of success at each worksite. It is necessary that the director understand and utilize spreadsheets to determine the results and processes of new programs for them to be able to pass along this information to their teams of employees and to focus on managing projects. Keeping up to date with changing technologies and new theories of health are important to this position as well.

### **Essential Responsibilities and Functions**

- Develop, coordinate, manage, and maintain the Active SWV Workplace Wellness program to reduce health risk, medical costs, increase employee absenteeism, employee productivity, and encourage healthy lifestyles.
- Answer employee questions regarding benefits of participation.
- Assist in drafting employee communications with respect to new benefits and the Workplace Wellness program to include continuing education.
- Build and maintain partnerships to implement wellness related activities. Examples include: health screenings, lunch and learn seminars, bloodmobile, flu-shots, fitness classes, etc.
- Keep abreast of current national wellness and wellbeing initiatives and activities, developing a network of resources and contacts. Explore ideas and opportunities to personalize the program to increase employee participation.
- Supporting the other programs within Active Southern WV; Community Captains, Kids Run Clubs, Bike/Walk, and Signature Events. Finding ways to overlap participation and resources throughout the organization.

Training will be provided in the CDC Work@health certification, HIPAA rules and regulations, and OSHA rules and regulations.

### **Qualifications**

The skills needed for the position are excellent communication skills, attention to detail, and adhering to deadlines. Candidates should have professional organizational practices and ability to prioritize responsibilities.

- Bachelor's degree or equivalent experience
- Knowledge of responsibilities related to Human Resources positions



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- Knowledge of PEIA insurance for WV state employees is a plus
- Excellent written and oral communication and interpersonal skills
- Strong attention to detail
- Ability to maintain confidential documents and information
- Ability to function within all levels of organization and at various locations.
- Understanding of public health issues
- Understanding of trends and best practices in employee health and wellbeing
- Strong reasoning and financial analysis skills
- Strong written and verbal communication skills
- Understanding of relevant federal and state laws
- Excellent consultative skills to shape solutions
- Negotiation skills to work with vendor partners
- Ability to communicate clearly and effectively with audiences at all levels in the organization

#### **Essential Job Functions**

- Report to work promptly when scheduled
- Be able to work under supervision and accept feedback
- Relate effectively and work respectfully with diverse work groups
- Ability to consistently perform well during times of increased workload
- Set and meet deadlines
- Ability to travel as needed to other locations.

For example, director may arrange health seminars for dealing with stress, smoking, or nutrition.

#### **Contracts and Policies**

- Two-year minimum employment contract
- Agree to the Active Southern WV discrimination policy
- Agree to the Active Southern WV non-compete policy

#### **Process for Applying**

Apply by sending the following to [info@activeswv.com](mailto:info@activeswv.com) with subject line "Workplace Wellness Director":

- Resume with cover letter
- Three professional references



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Active SWV employees will be provided the following during onboarding: Inclusion and equity policy, organization bylaws, employee manual, waiver of liability, WV Board of Risk Insurance Management policy, workers compensation policy, time tracking forms, and office procedures.

Questions should be directed to [Melanie@activeswv.com](mailto:Melanie@activeswv.com).