



Director of Health and Wellness Job Description

Reports to: Executive Director

Category: Full Time

FLSA Status: Exempt

Position Summary

This new, senior-level position is responsible for the creation, implementation, promotion, and evaluation of Sixty & Better's evidence-based health and wellness classes, Walk with a Doc program, and community wellness activities. Sixty & Better's programs are designed to support older adults in remaining healthy, active, and engaged in their communities.

Walk with a Doc is a one-hour program consisting of a presentation by a medical professional followed by a walk, allowing participants to visit with the professional informally. This weekday walking program will be created in partnership with the national Walk with a Doc organization.

Primary Duties and Responsibilities

- Manages all aspects of the health and wellness classes, Walk with a Doc program and community wellness activities.
- Develops and administers the Plan of Work and budget for assigned programs.
- Determines program sites, arranging logistics and the recruitment of participants to meet service goals.
- Oversees the implementation of measurement tools to ensure programs are making a measurable impact.
- Ensures the accurate collection of data and report preparation to meet funder deadlines.
- Recruits, trains, schedules, and supports volunteers and contracted health educators for service delivery.
- Recruits and prepares medical professionals with topics based upon the needs of participants.
- Serves as a member of the Sixty & Better Leadership Team.

Education and Experience

Bachelor's degree in health, recreation, or social work preferred with 3 – 5 years' experience working in a social service or educational setting.

Successful candidates will have demonstrated the ability to plan programs from the initial concept to final implementation and evaluation. Strong attention to detail, the ability to prioritize work while meeting multiple deadlines, and experience meeting and exceeding goals with minimal supervision are essential. The hiring range for this position is \$60,000 - \$64,000 with medical benefits, retirement and a hybrid work environment provided.

Please submit a resume and cover letter to Becky Orander, Executive Director at borander@SixtyandBetter.org to express interest in the position.