



## EMPLOYEE WELLNESS

### GENERAL OVERVIEW

- Specific responsibilities based on class requirements and confirmed prior to acceptance.

### KNOWLEDGE/SKILLS/ABILITIES

- Exercise Science, Public Health or related education and experience (major or degree)
- CPR/AED and First Aid required within 30 days of internship
- Other health/wellness certifications/training preferred (personal training or health coach)
- Ability to facilitate group meetings and teams
- Strong verbal and written communication skills

### GENERAL DUTIES (WILL BE MODIFIED BASED ON EXPERIENCE/INTEREST)

#### Management & Planning:

- Plan and facilitate Employee Engagement Ambassador Meetings (monthly)
  - Provide follow-up through meeting notes and personal meetings as needed
- Assist in planning and execution of association-wide employee wellness-related events
- Develop & implement new programming ideas based on WELCOA's 7 C's of a Well Workplace
  - Research other industry standards
- Serve as liaison with SimplyWell and assist with promotion of online portal (full-time staff only) to assist in tracking health information

#### Communication:

- Compile educational resources to aid in the overall well-being of the employees (& members) of the YMCA of Greater Omaha.
- Maintain quarterly employee wellness newsletter: "What the Well is Going On"
- Review current communications plan and make updates to maintain open communication between employees
  - May include but not limited to facebook, website, email and printed materials
- Assist with management of Team YMCA program
  - Quarterly newsletter and social media employee & member engagement program
- Analyze overall data for trends and significance
- Present information orally to large and small groups

#### Other Responsibilities

- Assist with Strong Communities Campaign and learn importance of fund raising within a non-profit organization
- All YMCA employees and interns must submit to a full-background check before hire
- Other duties as assigned