



JOB TITLE: AREA HEALTHY ATHLETE COORDINATOR

PURPOSE: Provide overall coordination and direction for the organization and implementation of Healthy Athlete Program in the Area. This includes logistics for Healthy Athletes at Area Games and assisting with recruitment of Clinical Directors from the Area.

RESPONSIBILITIES:

- Assist in recruiting clinical directors in the discipline needed in the Area.
- Help Recruit key volunteer positions for day of screenings
- Market and assist with Area Family Health Forum if conducted
- Assist with setting up Healthy Habits education station
- Attend training session webinar for Area Healthy Athlete Coordinators
- Attend either Fall or Summer state level screening to keep updating skills and serve as site coordinator for one discipline
- Do all onsite logistic for Area Screenings- set up and take down
- Follow up on athletes who need referral services

QUALIFICATIONS:

- Excellent organizational skills
- Good oral and written communication skills
- Proven management skills in areas of Event Management, Healthcare, Sports management, or Volunteer Management
- Has access to computer to can assist with the distribution of flyers electronically
- Familiar with or work in the health care community a plus

EVALUATION:

- Proof of marketing area games.
- Proof of # of clinical directors or screeners recruited from the area
- Conduct and participate in a minimum of 4 events a year (Area, State, Healthy Habits, and Family Health Forum)
- # of general volunteers recruited to assist with area screenings and # of thank you notes sent
- Complete forms checklist for Area Games
- Correctness of volunteer, and athlete forms from screening, collected and filed
- Ensure all Clinical Directors complete feedback and evaluation forms before leaving site
- Complete and submit area report forms quarterly

SUPERVISOR: Manager, Healthy Athletes

STATUS: Stipend position; time requirement based on needs of assignment. No benefits. Stipend paid quarterly upon receipt of written report and evaluations by HA clinicians, Games Management Team & Staff.