



Job Classification Description

WELLNESS CENTER DIRECTOR VSC UP SUP Bargaining Unit

**Grade 13
Exempt**

BASIC FUNCTION

To direct and coordinate a comprehensive college wellness program, including both health and counseling services and educational programs. Provide either direct health or counseling services. Develop and implement a comprehensive campus wellness education and prevention programs related to student risk behaviors. Supervise the provider of the services (either counseling or health) that the director does not provide. Coordinate health and counseling services for individuals. Maintain appropriate records and data as required.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Carry out the duties of either Health Services Coordinator or College Counselor as delineated in the job classification description.
- Develop and manage the Wellness Center budget.
- Select, supervise and evaluate all members of the Wellness Center staff.
- Stay up-to-date with trends in college wellness centers.
- Develop and maintain relationships with local service providers.
- Develop system for secure, accurate recordkeeping; state and federal reporting; and campus wide statistics.
- Work with various campus constituents in developing training programs to address the specific needs of various campus departments.
- Advise the Dean of Students on wellness issues; review and draft appropriate wellness center and campus wide health policies.
- Schedule service hours and programming to fit the schedule of our primary customers, students on and off campus.

SUPERVISION RECEIVED

General direction and supervision is received from the Dean of Students.

SUPERVISION EXERCISED

Supervision of one or more full-time and/or part-time professional service providers; one full-time support person; other part-time program coordinators and interns and student assistants.

MINIMUM QUALIFICATIONS

Meet the minimum qualifications of either the Health Services Coordinator or the College Counselor. (See job descriptions.)

- Supervisory experience.
- Demonstrated understanding of young adult wellness issues.
- Ability to interface with local health and counseling service providers.
- Ability to interface with college community constituents to identify needs.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.