



Health and Wellness Manager - Position Description

Position Overview:

The Health and Wellness Manager is responsible for the strategic development and effective implementation of all aspects of the Special Olympics Hawai'i (SOHI) Health and Wellness program. This role serves all athletes, partners, and community members, ensuring the delivery of inclusive, impactful health initiatives aligned with organizational goals.

Primary Responsibilities:

Healthy Community Initiatives

- Develop, oversee, and manage the Health Impact Grant (HIG) through Special Olympics North America (SONA), including preparation of monthly, mid-term, and final reports, as well as budgeting responsibilities.
- Develop and execute activities outlined in the HIG plan, managing budgets, on-the-ground operations, and collaborating with various SOHI departments to ensure program integration and support.
- Further develop the Inclusive Health Needs Assessment and deliver training sessions to healthcare providers on caring for individuals with intellectual disabilities.
- Collaborate closely with Special Olympics North America and Special Olympics Incorporated on programming related to Healthy Communities.

Health and Wellness Program Implementation

- Provide health and wellness programming to coaches and teams across the state by partnering with the Sports Department, primarily at Coaches Clinics.
- Partner with the Athlete Leadership team to train and support Special Olympics Hawai'i Health Messengers, enhancing community activation opportunities for them.
- Engage with external agencies to address health issues faced by SOHI aging athletes.
- Assist in the development and oversight of fitness programs for our Special Olympics athletes at the Special Olympics Hawai'i Health and Wellness Fitness Center.
- Supervise the SOHI Gardening Club, including coordination with part-time staff member with IDD and volunteer co-leader.

Partnership Engagement and Development

- Cultivate and manage partnerships with key stakeholders.
- Advocate for and promote the health initiatives of SOHI within the broader health community through participation in workshops, conferences, and relevant committees.

Financial Oversight

- Maintain accountability through transparent communication, timely reporting, and adherence to program criteria necessary for recognition as a Healthy Community program.
- Develop and monitor program budgets, ensuring expenditures remain within allocated parameters, and prepare financial reports in collaboration with the Finance Department.

Required Qualifications:

- Education background matching the needs of the position.
- Proficiency with PC's and Microsoft Office programs.
- Skills and experience in health program planning and implementation through collaboration with a range of partners.
- Strong communication and interpersonal skills.
- Willingness and ability to travel within Hawai'i and nationally as required.
- Flexibility to work evenings and weekends to support health activities and SOHI events outside regular hours.
- Ability to lift and move boxes and equipment.
- Must own/have access to a vehicle.
- Must live on Oahu, Hawai'i. No moving expenses given.

Desirable Qualifications:

- Experience in fitness and fitness programming.
- Proficiency in managing information systems and databases relevant to program development.
- Understanding of and/or experience in advocacy issues concerning the rights of people with disabilities.
- Experience working with people with disabilities and knowledge of the Hawai'i state network of organizations in the disability and health sectors.
- Ability to work independently with minimal supervision.

Compensation:

- Salary range: given on request
- Full Medical and Dental Benefits, 100% covered for individual
- Life insurance, 401k, Paid Time Off, Flex hours (within reason), Comp days to match weekend work

Schedule:

- 40 hours/week on site
- Nights and weekends as needed

Supervision:

Senior Vice President of Programs

Application Process:

Submit a cover letter and resume to Nip Ho at program@sohawaii.org. The position will remain open until filled.

SOHI is committed to fostering a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, arrest and court record, or veteran status, in accordance with federal, state, and local laws.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.