

The Wellness Coalition

Working together to improve health and access for all.

Position Description

Position Title: Diabetes Prevention Program Lifestyle Coach
Reports To: Diabetes Prevention Program Coordinator
Supervises: None

Summary: The role of the Lifestyle Coach is to provide support and guidance to program participants enrolled in the *Change Your Lifestyle. Change Your Life.* Program and implement the standard curriculum designed for the program in accordance with the Diabetes Prevention Program CDC standards and operating procedures. This is a contract position for 3-5 hours per week, with flexibility based on the program needs.

Essential Duties and Responsibilities:

- Teach curriculum to class participants in effective, meaningful, and compelling ways
- Encourage group participation and interaction through the use of open-ended questions and facilitate commitment to activities and retention of knowledge of participants
- Create a motivating environment that is friendly and noncompetitive
- Foster relationships with and between participants
- Make learning a shared objective for the group
- Prepare before each class (i.e., review participants' food and activity trackers, lesson plans, content for class, and make reminder calls to participants)
- Be accessible to participants both before and after sessions to answer questions and follow up on any questions not addressed during class time
- Follow up with participants outside of class if they are unable to attend (offer an in-person makeup session opportunity)
- Support and encourage goal setting on a weekly basis
- Record session data for each participant (attendance, body weight, total weekly minutes of physical activity, etc.)
- Arrive for class on time and dress appropriately
- Comply with all applicable laws and regulations, including those governing privacy and data security
- Assist in program outreach initiatives by participating in community events such as health fairs and forums to inform potential partners and to recruit program participants and establish new sites
- Attend and participate in all appropriate staff meetings, work groups, etc. as directed
- Perform other duties or tasks as directed or assigned by program coordinator.

Required Qualifications:

- Experience in health, education, nutrition, exercise science, or another health-related field.
- Solid combination of training, knowledge, and experience in health, nutrition, or exercise program implementation.
- Skilled in verbal and written communication, well organized, computer literate and capable of managing a variety of activities.
- Able to work a flexible schedule, including leading classes on nights and weekends.
- Must possess a valid driver's license.

- Specialized training to become a CDC Diabetes Prevention Program lifestyle coach will be required upon hire.

Preferred Knowledge, Abilities, and Experience:

- Knowledge of basic health nutrition and fitness principles.
- Knowledge of public health and community resources and agencies
- Ability to work with people from all walks of life and with a variety of stakeholders
- Ability to build strong relationships with individuals and build community within a group
- Ability to facilitate groups to optimize social interaction, shared learning, and group cohesion.
- Ability to understand and oversee participant safety-related issues in delivery of lifestyle program
- Previous supervisory experience
- Experience in marketing, public relations, and/or project management