



**Wellness Center Manager  
Morgan County Commission  
77 Fairfax Street, Room 101  
Berkeley Springs, WV 25411**

**40 HOURS PER WEEK w/BENEFITS  
HOURS MAY VARY TO INCLUDE EVENINGS AND WEEKENDS**

**SCOPE OF WORK:**

The Morgan County Wellness Center Manager will oversee the daily operations of the wellness center, ensuring a positive environment that promotes health and wellness within the community. This role involves managing staff, facility maintenance, developing programs, coordinating events, and fostering partnerships with local organizations to enhance community engagement. The ideal candidate will possess strong leadership skills, high energy, a passion for health and wellness, and a commitment to improving the quality of life for all community members.

**KEY RESPONSIBILITIES:**

- **Leadership & Management:** Recruit, train, and supervise wellness center staff and volunteers. Conduct regular performance evaluations and provide professional development opportunities.
- **Program Development:** Design, implement, and evaluate wellness programs and services that meet the diverse needs of the community. Organize health workshops, fitness classes, and wellness events.
- **Community Engagement:** Build and maintain relationships with community organizations, health professionals, and local businesses. Promote wellness center programs through marketing and outreach initiatives.
- **Facility Management:** Ensure the wellness center is well-maintained, safe, and welcoming for all visitors. Manage facility scheduling, inventory, and equipment maintenance.
- **Budgeting & Financial Oversight:** Develop and manage the wellness center budget, ensuring financial sustainability. Seek grant opportunities and other funding sources to support center initiatives.
- **Reporting & Evaluation:** Monitor program effectiveness and community impact, providing regular reports to the Commission. Collect and analyze data to inform future program development and improvements.
- **Related duties as assigned by the Commission:** The Commission may add additional responsibilities as they see fit.

**QUALIFICATIONS:**

- Experience in wellness program management or a similar role.
- Strong leadership and team management skills.

- Excellent communication and interpersonal abilities.
- Knowledge of health and wellness trends and best practices.
- Proficient in budgeting, financial management, and grant writing.
- Ability to work flexible hours, including evenings and weekends, as needed.

#### **PHYSICAL REQUIREMENTS:**

You must be a hands on and engaging manager. It may require exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects such as weights and equipment; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

#### **SPECIAL REQUIREMENTS:**

- Possession of a valid driver's license.
- May be required to occasionally work evenings and weekends.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential tasks.

#### **ADDITIONAL INFORMATION FOR APPLICANTS**

##### **APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, or emailed to the County Administrator, Misty Clinger at: [mclinger@morgancountywv.gov](mailto:mclinger@morgancountywv.gov), on or before the date specified with the posting of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail).

##### **EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

##### **PROBATIONARY PERIOD:**

Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

#### **MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

10/18/2024

-