

**PE4life**  
**2010 INDEPENDENT CONTRACTOR DESCRIPTION**

**TITLE:** Program Support Specialist (Independent Contractor)

**REPORTS TO:** National Project Manager

**ANNOUNCEMENT DATE:** July 23, 2010

**PE4life Overview**

PE4life is a national non-profit advocacy organization committed to inspiring active, healthy lifestyles in children through quality, health-related school physical education programs.

**Vision**

All children embrace wellness for life.

**Mission**

PE4life contributes to improved fitness, social behavior, and learning readiness of children by inspiring and empowering educators and their communities to be catalysts for change in advancing quality physical education.

**Position Description**

This position is based out of the Kansas City regional office. The Program Services Specialist coordinates and delivers PE4life Program Services to client schools and community organizations. Coordination includes connecting schools and community organizations with appropriate PE4life services and experts. Delivery of program services includes on-site assessments, in-service presentations, implementation coaching, equipment purchase facilitation and on-going technical support.

**Responsibilities**

Reports to the National Project Manager, but is accountable to the national Program Support Manager- 75% regional delivery, 25% national delivery

- Serve as point of contact for schools and organizations to coordinate and deliver PE4life program support services primarily in region
- Conduct PE4life Introductory Workshop presentations and facilitate discussions
- Analyze and assess physical education and wellness programs
- Conduct PE4life in-service training sessions for physical education professionals and school administrators
- Provide and coordinate implementation coaching services
- Facilitate equipment purchases by coordinating efforts between PE4life marketing/sales staff, vendors and school personnel
- Provide and coordinate on-going support via email, telephone and on-line services to personnel at schools and organizations
- Promote PE4life Program Support Services
- Provide support to national program service efforts, including delivering services when called upon because of scheduling or personnel situations
- Work with Program Support Services Manager to connect with network of PE4life experts
  - Work with development staff to implement and report on programming details of grant projects

## **Qualifications**

### Skills

Must have the ability to foster positive relationships with school personnel. Must be able to work closely with others, as well as independently, and serve as a representative of the organization to the public. Must embrace the PE4life philosophy and have excellent communication skills -- verbal, written and listening. Must be technologically proficient, including Microsoft Word, Excel and Powerpoint®, electronic scheduling and email applications. Must be a self starter, hard working, flexible and responsible. Excellent organizational ability is a must. Ability to handle multiple projects, functions and initiatives simultaneously is vital.

### Education and/or experience

- Bachelor's Degree from four-year college or university, plus three to five years of related experience and/or training; or equivalent combination of education and experience.
- **Education and Experience in Physical Education** required

### Preferred qualifications

- Passion for health/wellness, fitness and children
- Experience working with or in school setting
- Public speaking experience
- Coaching/Consultation experience
- Project Management experience

### Note:

- Program Support Specialists operating as independent contractors are not full time employees of PE4life. Specialists receive competitive compensation based on payment structure outlined for delivery of services by event/ workshop, unit of content developed and/or hours worked.

Send cover letter and resume, by August 16, 2010, to:

PE4life  
Shanna Goodman, Director of Operations  
127 West 10<sup>th</sup> Street, Ste. 101  
Kansas City, MO 64105  
816-472-7345

To apply via email, send your cover letter and resume to [sgoodman@pe4life.org](mailto:sgoodman@pe4life.org) with the subject line "PSS Independent Contractor."

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.