

# City of Houston Wellness Ambassador Roles and Responsibilities and Application



## Wellness Ambassador Roles & Responsibilities

### Characteristics of a Successful Wellness Ambassador

- Enthusiasm for the role
- Ability to bring the wellness program to life at the departmental level
- Access to email
- Willingness to generate and share ideas

### Roles and Responsibilities

- Be a contact person within your department for programs and activities offered by the Wellness Connection
- Serve as a wellness role model to co-workers and departmental staff
- Serve as a liaison between Employee Wellness Advisory Committee (EWAC) and your facility
- Work with EWAC to plan and implement activities at your department worksite
- Actively participate in Health and Wellness activities and events
- Educate staff about all Wellness programs (via email, flyers, newsletters, staff meetings and announcements, etc.)
- Track departmental interest and participation in Wellness activities
- Be a resource within your physical location and throughout your department for information about programs and activities offered by the Wellness Connection
- Communicate department/location Wellness issues and/or concerns to EWAC
- Perform minor administrative tasks such as: distribution, collection, and return of materials related to wellness
- Attend bi-annual meetings to receive materials, discuss goals, programs and updates or schedule a face-to-face meeting with EWAC representative(s)
- Conduct tabling (Wellness on Wheels) for monthly health awareness (Wellness Team will provide all materials and giveaways)
- Maintain Wellness bulletin boards and/or literature corners for staff in high traffic areas of your facility

## City of Houston Wellness Ambassador Roles and Responsibilities and Application



The Wellness Ambassador, as a representative of the City of Houston Health & Wellness program will act as a champion for wellness within their department by promoting Employee Wellness events. The Wellness Ambassador will therefore support strategic health initiatives and encourage employee participation.

By completing this application, you agree to the above roles and responsibilities listed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_ Work Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Why do you wish to serve as a Wellness Ambassador? (Check all that apply)

- I am passionate about Health and Wellness     I enjoy helping my coworkers  
 I want to learn more about Wellness     I am knowledgeable about the Wellness Program  
 I have a special area of interest that I want to share (e.g. Exercise, Nutrition, etc.)  
 I want to be a role model for my coworkers  
 Other: \_\_\_\_\_

What special skills, talents, and characteristics do you have that would help you as a Wellness Ambassador?  
(Check all that apply)

- Health Education Background (CHES certification, Health Education degree, etc.)  
 Exercise Physiologist or Fitness Class Training Certification     Event Planner  
 Public Speaker     Able to assist with technology (e.g. MyCigna.com)     Excellent Motivator  
 Wellness Role Model     Other: \_\_\_\_\_

Please select what areas of wellness most interest you (Check all that apply):

- Nutrition     Exercise     Disease Management     Medical Insurance Plan     General Health  
 Smoking Cessation     Wellness events (e.g. MS 150)     Other: \_\_\_\_\_

Supervisor Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Please return completed application to [Wconnection@houstontx.gov](mailto:Wconnection@houstontx.gov).