



Position Title: Wellness Center Coordinator
Reports To: Department Chair
Department: Biology Health & Wellness
Prepared By/Date: Cynthia Chico/06-24-2009
Approved By/Date: Heather Belmont/06-24-2009
Revised: Jennifer C. Brito/09-17-2009

Job Code: 3807
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The primary responsibility of the Wellness Coordinator is to supervise the Biology, Health & Wellness staff. They are also responsible for coordinating, implementing and leading the wellness related activities.

Essential Duties and Responsibilities:

- Establishes classes and special programs
- Assigns schedule and duties for staff
- Establishes policies and procedures
- Handles all matters including paper work pertaining to preventive maintenance (PM) through Pro fitness
- Oversees the completion of regular maintenance tasks as scheduled-do a walk thru once per day
- Trains and evaluates staff
- Presents exercise orientations, fitness assessments and exercise introduction/prescriptions
- Creates signage as needed fro wellness center, wellness classes, and CPR classes
- Ensures staff keep their certifications current
- Presents orientation to wellness students as needed by professors
- Substitutes when wellness professor is not available
- Promotes programs
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of CPR and First Aid.
- Knowledge of health science.
- Perform fitness assessments and have knowledge and have knowledge on disease prevention
- Possess public speaking skills
- Good communication skills
- Computer literate
- Ability to work with a diverse population

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree in related field and five (5) years of related experience.
- Two (2) years of management experience. CPR/first-aid certification required within 90 days of employment.
- Must be able to work a flexible schedule that may include some evening and weekend assignments.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name