



Position Title: Wellness Center Coordinator
Reports To: Department Chair
Department: Wellness Center
Prepared By/Date:
Approved By/Date: Cookie Rosell
Revised: Jennifer C. Brito/09-17-2009

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

Summary:

Prepares, as prescribed by the Faculty and Chairperson, all health & wellness and first-aid/CPR laboratory exercises for student use during day and night laboratory sessions. Laboratory exercises include the use of exercise equipment, cardiovascular monitors, body calipers, models, mouthpieces, and masks.

Essential Duties and Responsibilities:

- Schedules and provides all HLP and HSC students with an orientation to the use of the laboratory facilities.
- Maintains an inventory of supplies through proper and safe storage, repair, and replacement requests.
- Maintains facilities (laboratory classrooms and preparation areas) that are orderly, clean, and safe.
- Assures proper responses to emergencies that occur in the laboratories.
- Supervises and manages all phases of this activity including membership records, health records, orientations and fitness assessments.
- Assists the faculty and department with recruitments, advertisement, and enrollment data.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of CPR and First Aid.
- Knowledge of health science.
- Ability to demonstrate and use exercise equipment.
- Ability to relate to and motivate an adult student population.
- Ability to plan, organize and implement group and individual classroom and laboratory learning activities.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment.

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