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| Position Title: | Part-Time Wellness Center Coordinator | |
| Reports To: | Aquatic and Fitness Director | |
| Department: | Biology, Health & Wellness | Job Code: 8104 |
| Prepared By/Date: | Jennifer Brito/08-05-2010 | Job Group: H1-NIE |
| Approved By/Date: | College-wide | Salary Grade: HI |
| Revised: | Donna French/07-06-2011 | FLSA Status: Exempt |

Summary:

The Part-Time Wellness Coordinator assists the Aquatic and Fitness Center Manager with daily operations of the facility and assists in coordinating, implementing and leading the wellness related activities and supervising staff.

Essential Duties and Responsibilities:

- Establishes classes and special programs for Fitness Center
- Assists Center Manager in assigning schedule and duties for staff
- Works with the Center Manager to establish policies and procedures in the Fitness and Aerobics area
- Identifies fitness equipment needing preventative maintenance and submits paperwork.
- Trains and assists in evaluating staff
- Presents exercise orientations, fitness assessments and exercise introduction/prescriptions.
- Works with Center Manager to create signage as needed for fitness classes
- Ensures staff maintains their current certifications
- Presents orientation to wellness students as needed by professors
- Substitutes and assists students when the wellness professor is not available to conduct Health and Fitness Assessments
- Assists in the instruction of exercise classes for the Student and Employee Wellness Program
- Promotes the Center's classes and programs
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of CPR and First Aid
- Knowledge of health science and on disease prevention
- Knowledge and skill in Microsoft Office applications
- Excellent organizational, interpersonal and communication skills (both oral and written).
- Excellent public speaking skills
- Ability to perform fitness assessments
- Ability to work in a multi-cultural/multi-ethnic environment
- Must be able to work a flexible schedule that may include some evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 quiet.

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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 discipline and three (3) years of related experience with one year of management experience.
- Maintain appropriate certifications as needed and requested by law: American Red Cross Cardiac Pulmonary Resuscitation (CPR); or obtained within two (2) months of employment
- Personal training certificate by a nationally known organization

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name