



**Position Title:** Part-Time Health and Fitness Assistant I - Wellness Center  
**Reports To:** Wellness Center Director  
**Department:** Biology, Health & Wellness  
**Prepared By/Date:** Jennifer Brito/06-15-2010  
**Approved By/Date:** College-wide  
**Revised:** Donna French/07-06-2011

**Job Code:** 8369  
**Job Group:** Class-R  
**Salary Grade:** A4  
**FLSA Status:** Non-Exempt

**Summary:**

This position assists the Center's Director and staff in the coordination and implementation of all functions and services of the Wellness Fitness Center and the Instructional Assistance Program that serves the students and employees of the campus.

**Essential Duties and Responsibilities:**

- Assists the Wellness Coordinator/Director in the daily operations of the center and involving programs
- Assists the Wellness Coordinator in Health and Fitness Assessments and exercise prescriptions with the students, employees and community that participate in the program
- Assists the Wellness Center with campus health tables and student health group projects and events
- Provides customer service information as needed at the Front Counter Area
- Assists in the data entry, filing and classification as required
- Serves as mentor of incoming Exercise Science Interns and/or volunteers
- Assists in the instruction of exercise classes for the Student and Employee Wellness Program
- Provides assistance in the "Fit to be Well" incentive wellness program
- Constructs health informative bulletin board and organization of pamphlets created by the department
- Assists in the marketing efforts promoting the Student and Employee wellness program and college credit courses
- Provides departmental wellness orientations to other campus classes/faculty
- Participates in campus, departmental and community health and career fairs
- Assists with the maintenance of fitness equipment and fitness test lab instruments
- Conducts inventory and recommends equipment and supplies to be purchased for the Wellness Program and Center
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge in all areas of fitness leadership instruction
- Knowledge of basic level Microsoft applications and general knowledge of office procedures
- Excellent verbal and written skills
- Possess a personal commitment to a healthy lifestyle
- Possess a positive customer service attitude to all program users: students, employees, family and visitors
- Ability to professionally interact and work well in a multi-ethnic and multi-cultural environment with students, faculty, staff, and other health educators

**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 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.

- High school graduate or equivalent ( GED ) and successful completion of college courses in the area of Health and Wellness, Sports Medicine or related areas
- Maintain appropriate certifications as needed and requested by law: American Red Cross Cardiac Pulmonary Resuscitation (CPR); or obtained within two (2) months of employment
- Enrolled in an academic credit program in Exercise Science, or related field

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name