



Position Title: Part-Time Instructional Assistant I - Wellness Center
Reports To: Director of the Student and Employee Wellness Centers & Lab
Department: Biology, Health & Wellness **Job Code:** 8378
Prepared By/Date: Jennifer Brito/08-16-2010 **Job Group:** Class-R
Approved By/Date: College-wide **Salary Grade:** W4
Revised: Donna French/07-06-2011 **FLSA Status:** Non-Exempt

Summary:

This position provides assistance and support in the implementation and supervision of the various fitness and wellness programs.

Essential Duties and Responsibilities:

- Sets-up programs and schedules practical lab assignments, exercises classes, Health and Fitness Assessments for the Health, Analysis and Improvement (HLP) courses
- Conducts proper closing procedures as required by the Director
- Provides diet analysis software orientation and support for students and faculty for Wellness courses
- Assists students with lab assignments
- Assists in the instruction of exercise classes for the Student and Employee Wellness Program and credit instructional classes
- Works closely with the Health and Wellness Faculty in providing classroom instructional support
- Oversees daily and evening operations for instructional support of H.L.P 1081 course
- Assists and conducts Fitness and Health Assessments for students and employees participating in Fit for Life program and/or enrolled in HLP-1081 course
- Oversees the maintenance of fitness equipment and fitness test lab instruments
- Conducts inventory for the supplies needed for Wellness Programs and classroom lab materials
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to demonstrate expertise in all the areas of fitness leadership instruction
- Basic level of word processing skills and general knowledge of office procedures required
- Must possess a personal commitment to a healthy lifestyle
- Possess a positive customer service attitude to all program users (students, employees, family and visitors)
- Possess excellent verbal and written skills
- Ability to professionally interact with students, faculty, staff, community and other health educators
- 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.

- One (1) year of college and a minimum of one (1) year of effective work experience in a health promotion program or related field (gym, health clinic fitness or wellness center)
- Maintain appropriate certifications as needed and requested by law: American Red Cross Cardiac Pulmonary Resuscitation (CPR); or obtained within two (2) months of employment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name