

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Wellness Center Assistant**

Data Year: 2017

Prepared On: 11/10/2017

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|--------------------|--|----------------------|------------|
| Department:        | Wellness   | Grade:               | 5          |
| Reports To:        | Director of Student Life,<br>Leadership and Wellness | Classification:      | Non-Exempt |
| Supervises Direct: | 0  | Supervises Indirect: | 0          |
| Approved By:       | C Donovan  | Effective Date:      | 07/01/2017 |
|                    |  | Revised Date:        | 06/20/2017 |

**Role:**

To provide assistance in the Wellness Center by supervising the wellness center facilities to ensure safe and clean facilities and equipment, assist patrons on the machines and provide good customer service.

**Essential Functions & Responsibilities:**

- E 40% Provide good customer service by covering the front desk, greeting patrons, and checking people in and out.
- E 35% Assisting patrons on machines and monitor customer usage.
- E 20% Clean wellness center equipment and environment.
- E 5% Facilitate the ropes course, as needed.

**Performance Measurements:**

1. To monitor the Wellness Center by covering front desk, greeting patrons, and checking people in and out.
2. To promote and facilitate activities and events for the college.
3. Follow policies and procedures of the college in conducting events.
4. Supervise & monitor the Wellness Center to ensure it is utilized in an appropriate manner.
5. Provide assistance in the wellness center by assisting patrons on machines and/or cleaning, as needed.
6. Facilitating groups on the ropes course, as needed.

**Knowledge and Skills:**

- |                      |  |
|----------------------|--|
| Experience           | The job can be learned in hours or days or weeks.  |
| Education            | A high school education or GED.  |
| Interpersonal Skills | Normal courtesy in dealing with others is required. Work involves minimal contacts, usually within the department. Contact usually involving routine, non-sensitive issues. External contacts are limited to incidental contacts with visitors, or no contact. |
| Other Skills         | Knowledge:<br>About student activities<br>About health and fitness<br><br>Skills:  |

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Ropes course certification  
CPR certification  
Group facilitation  
Effective computer  
Communicate with diverse groups, anticipate problems and maintain a strong focus on student engagement

Abilities to:  
Get along with a diverse student body  
Initiate events and demonstrate initiative when unsupervised  
Be seen around campus as a positive role model for students  
Sustain communication with a diverse groups, anticipate problems and resolve in a timely manner

**Physical  
Requirements**

Physical requirements are based on an 3 hour work day and may vary slightly.

Sitting for a period of 1/2 hour at one time with a total of 1 hour  
Standing for a period of 1/2 hour at one time with a total of 1 hour  
Walking for a period of 1/2 hour at one time with a total of 1 hour  
Lifting: up to 5 lbs. frequently and 6-100 lbs. occasionally of exercise equipment  
Carrying: up to 5 lbs. frequently and 6-100 lbs. occasionally of exercise equipment  
Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, fine manipulating and keyboarding up to 1.5 hours per day  
Bending, squatting, and reaching above shoulder level occasionally  
Exposure: Climb a short ladder at times; to moving weight and cardio machines; marked changes in temperature due to the pool; and pool and cleaning chemical odors

**Work Environment** Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature