

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Wellness Desk and Floor Manager**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Wellness	Grade:	8
Reports To:	Director of Wellness	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	C Donovan	Effective Date:	09/28/2015
		Revised Date:	09/28/2015

**Role:**

Responsible for the proficient operation of the floor and front desk by assisting with the day to day operations of the Wellness Center, Pool, and Challenge Course while also providing high quality customer service, enforcing the rules and policies of the college and department.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 50% | Trains and assists in the supervision of student employees and staff. Responsible for the development of the weekly work schedule. Enforces policy and procedures as it relates to the employee and wellness handbooks and college and department procedures.                            |
| E | 20% | Oversees the front desk and assists in the day to day operations of the Wellness Center. Coordinates the departmental membership system while entering and managing data. Accepts and records payments and balances daily receipts.  |
| E | 10% | Performs secretarial duties including composing, preparing and maintaining written documentation, correspondence, contracts, rosters, schedules and files and makes travel arrangements. Receives, screens, and directs office visitors while also routing telephone calls and messages. |
| E | 10% | null   |
| E | 5%  | Organizes and facilitates meetings and special events while also provides support and follow-up.   |
| N | 5%  | Performs other duties as assigned by the director.   |

**Performance Measurements:**

1. Schedules and organizes work to meet established deadlines and day to day operations.
2. Insures that all correspondence is free of spelling, typographic, and grammatical errors.
3. Retains all assigned files and records while also keeping them current and well organized.
4. Maintains a friendly, professional work environment and attitude while working with others.
5. Provides guidance and direction for student employees and staff.
6. Accurately reconciles and prepares daily receipts for deposit.
7. Promotes a positive public image for the college among all college constituents.
8. Insures that the membership software is up to date and functional.

**Knowledge and Skills:**

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Experience	Up to six months of similar or related experience.
Education	Associate's degree required. Lifeguard and CPR certification preferred.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge:</p> <p>Knowledge in fitness equipment and usage</p> <p>Knowledge in safety procedures</p> <p>Knowledge in America Red Cross Lifeguard guidelines</p> <p>Knowledge in computer usage, email software, and basic mathematics</p> <p>Skills:</p> <p>Excellent communication skills</p> <p>Proficient in office equipment and computer systems</p> <p>Abilities:</p> <p>Ability to work with frequent interruptions</p> <p>Ability to lead and motivate others toward a common goal</p> <p>Ability to organize and project a positive professional attitude</p> <p>Ability to follow routine verbal and written instructions</p> <p>Ability to assist patrons with membership administrative paperwork</p> <p>Ability to remain calm during emergencies</p> <p>Ability to plan ahead for at least one month in advance while also adapting to unexpected situations.</p>
Physical Requirements	<p>Physical requirements are based on an 8 hours work day and may vary slightly.</p> <p>Sitting for a period of 2 hrs at one time with a total of 5 hours</p> <p>Standing for a period of 30 min at one time with a total of 1 1/2 hours</p> <p>Walking for a period of 30 min at one time with a total of 1 1/2 hours</p> <p>Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally</p> <p>Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally</p> <p>Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling</p> <p>Bending, squatting, climbing, and reaching above shoulder level occasionally</p> <p>Keyboarding 5 hours daily</p> <p>Expose to unprotected heights, at times may be on short ladder.</p> <p>Being around weight and cardio machinery.</p> <p>Expose to marked changes in temperature at the indoor pool.</p> <p>Drive a vehicle and be exposed to dust fumes and gases occasionally in the use of pool chemicals or cleaning chemicals.</p>
Work Environment	Work is performed in a non-typical office environment with the need to multi-task. Some exposure to swimming pool environment. Employee may be required to exert physical

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activity occasionally. Employee may need to pick up exercise equipment ranges from .01 - 100 lbs. at times during his/her shift. Assistance upon lifting heavier weights may be limited.

**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