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| **WELLNESS CENTER COORDINATOR**  |
| **Reports to:**  | Dean, Career & Technical Education |  |  |
| **Dept:** | Kinesiology, Health & Nutrition  | **Range:** | 27 |
| **FLSA:** | Nonexempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, coordinate and oversee functions of the Wellness Center; assist in developing and monitoring budgets; schedule/direct hourly workers; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Collaborate with the Dean, Career & Technical Education on Wellness Center programming and oversight; assist in developing Wellness Center rules and regulations for faculty and students.
2. Assist students and faculty with the use of the Wellness Center.
3. Monitor Wellness Center personnel to ensure compliance with the center’s rules and regulations.
4. Assist the Dean in coordinating, recruiting, selecting, hiring, training, evaluating and scheduling student workers assigned to the Wellness Center.
5. Assist the Dean in coordinating staff meetings, developing policy, setting priorities, solving problems, offering in-service training events and ensuring safe operation of the center.
6. Oversee and maintain student records in computerized databases as necessary and requested by the department chair or dean.
7. Assist the department chair with developing and monitoring budgets; recommend purchases to the department chair; maintain and oversee contracts.

### OTHER DUTIES:

1. Assist faculty in monitoring students using Wellness Center equipment to ensure correct form and safety procedures.
2. Ensure equipment is in proper working order and regularly cleaned and maintained.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. District organization, operations, policies and objectives.
2. Safety policies and safe work practices applicable to the work.
3. Advanced principles of anatomy, physiology, kinesiology and emergency first aid.
4. Free weight lifts, forms and progression.
5. Prevention, recognition and first aid treatment of injuries.
6. Role of exercise in preventing the progression of degenerative diseases and medical conditions.
7. Physical fitness and conditioning programs, including established fitness industry standards.
8. Health-related physical fitness and weight-loss programs.
9. Work with physically and mentally challenged individuals.
10. Recordkeeping techniques.
11. The district’s insurance policy.
12. Principles of supervision and Wellness Center program administration.
13. Interpersonal skills using tact, patience and courtesy.
14. Applicable sections of the state education code.
15. Modern office practices, procedures and equipment.
16. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

1. Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Operate a variety of office and therapeutic equipment, including computer and appropriate software.
3. Respond appropriately to emergency situations.
4. Screen and defer higher-risk individuals to appropriate health care professionals.
5. Teach and demonstrate core conditioning, aerobic and resistance training exercises.
6. Advise individuals on fitness and wellness principles.
7. Understand and apply various technical directions issued by physicians.
8. Manage budgets.
9. Work independently with little direction.
10. Analyze situations accurately and adopt effective courses of action.
11. Meet schedules and timelines.
12. Work confidentially with discretion.
13. Plan and organize work.
14. Train and provide work direction to others.
15. Communicate effectively, both orally and in writing.
16. Understand and follow written and oral instructions.
17. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
18. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a major in kinesiology, physiology of exercise or a related field, and at least one year of experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

A valid CPR/AED certificate.

Certification from ACSM, NSCA, NCSF, NASM or other nationally recognized fitness certifica­tion organizations.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Associate faculty, student workers and hourly staff.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, external medical and health-related organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 50 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily works in an indoor gym/classroom environment; subject to frequent contact with and interruptions by faculty and students; intermittent exposure to angry and/or verbally aggressive individuals; subject to equipment and chemical hazards, loud noise, dust, lifting and prolonged standing; may be required to work during day and/or evening hours on an as-needed basis. Occasional local travel may be requested.