

**Cornell College  
Job Description**

<b>Job Title:</b>	Roe Howard Fitness Center Student Staff <i>Educational Coordinator</i>
<b>Location:</b>	Commons
<b>Wage:</b>	Minimum Wage
<b>Reports To:</b>	Director of Student Activities
<b>Length of Employment:</b>	Academic Year

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**Principle Duties and Responsibilities**

1. Design and maintain all written educational materials for the fitness center.
2. Create the educational materials for the bulletin board in the fitness center and handouts for users. These should be updated and changed once a month. Keep track of how often these are used.
3. Respond to requests from users for various educational information, exercise tips, and information on how to use the equipment.
4. Assist the Student Manager with coordinating the interactive, educational programming initiatives in the fitness center. These should happen at least once per semester. For example, help with coordinating workshops, one on one training sessions, or an educational theme week for users. This may include bringing in coaches, Physical Education faculty members, or other fitness “experts” to conduct workshops or consultations with users.
5. Assist with responding to comment cards from users in the fitness center.
6. Assist with keeping the facility neat and clean, wiping off machines at each shift, reporting problems and spills to FBG. The student staff are expected to wipe off all equipment at least once per day, preferably in the late afternoon.
7. Assist with offering training and assistance to users. Also offer help to other student workers as needed.
8. Other duties as assigned.

**Expectations**

-The Roe Howard Fitness Center staff will work an average of 5-7 hours per week. At least three of these hours must be spent in the fitness center. Unless permission is given

from the Director, no more than 2 hours may be spent (on payroll) working on fitness center projects in other locations.

-Staff **MUST** log in and out at the beginning and end of each shift in the fitness center.

-No same day changes to scheduled work hours are allowed. If staff need to make a change to their scheduled work hours, this must be approved through email by the student manager and Director.

-The student staff must work with the Director of Student Activities to maintain a clean, user-friendly, non-intimidating, and education focused environment in the fitness center.

-The staff must be able to take initiative on projects, creative, customer-service oriented, and an effective communicator.