

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: Wellness Program and Roe Howard Fitness Center Student Manager

WAGE: \$8.00/hour

REPORTS TO: Director of Student Activities

DATE: September 2010 - May 2011

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist with the planning and coordination of Wellness events. This includes developing new and creative ideas for Wellness classes, instructional sessions, contests, other informational workshops, etc. Help run events, including set up and clean up of an event.
2. Advertise and promote the Wellness programs.
3. Keep accurate participation records of all participants.
4. Attend Intramural/Wellness staff meetings once per block.
5. Check on the fitness center *at least once per day* to:
 - a. Make sure equipment is working properly and wiped off. Make sure TV's are working and remote is in proper place.
 - b. Ensure the facility is clean and orderly. Organize magazines, return any lost and found items to Information Desk, put away any exercise mats or weights that are left out.
 - c. Replenish cleaning wipes if needed. Report any cleaning issues to Sodexo Cleaning Services.
6. 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.
7. Assist Director with any policy or procedural questions as they arise. Serve as the student staff watching for issues or changes that might need to happen regarding policies and procedures and signage.
8. Other duties as assigned.

EXPECTATIONS

Knowledge of the ACSM (American College of Sports Medicine) fitness guidelines is strongly preferred. The staff must be able to take initiative on projects, be creative, customer-service oriented, and an effective communicator. The Student Director also needs to be comfortable with e-mail as a primary means of communication between him or herself and the Director of Student Activities. Must meet with the Director at the beginning of each block to discuss any issues and plans for the block.