

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

PositionTitle: Wellness Center Attendant
Must work 10-12 hrs/wk.

I. Grade Level: 1-2

II. Description:

A. The following are essential duties for a Wellness Center Attendant at the Seabury Center:

1. Work with patrons to fill their wellness program needs.
2. Administer body composition analyses.
3. Dispense wellness program literature.
4. Refer patrons wishing fitness appraisals to Wellness Director.
5. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Assist with other wellness program planning.
2. Work basketball games and other events.
3. See that the workplace and environs are clean.

III. Learning opportunities:

- A.** If grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** Communication skills.
- D.** Fitness testing skills.

IV. Basic Qualifications:

- A.** General: Good communication skills.
- B.** Skill: Able to administer body composition testing using impedance.
- C.** Physical: Light custodial work.
- D.** Academic: Passing grades.

V. Desirable Qualifications:

- A. Pleasant personality.
- B. Courteous and outgoing.

VI. Narrative Summary:

Student worked with patrons to fill their wellness program needs, administered body composition analyses, dispensed wellness program literature, and referred patrons wishing fitness appraisals to Wellness Director. Student may also have assisted with other wellness program planning and staffed sports events.