

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

PositionTitle: Wellness Program Assistant
Must work 12-15 hrs/wk.

I. Grade Level: 3-5

II. Description:

A. The following are essential duties for this position:

1. Assist in the administration of the campus wellness program.
2. Serve as a member of the Berea Wellness Consortium.
3. Assist in the management of the Wellness Center.
4. Assist in fitness testing of clients.
5. Provide weight room orientations to patrons.
6. Perform other job-related duties as assigned.

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

1. Work basketball games and other events.
2. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** If grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** If grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- C.** If grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- D.** Fitness testing..
- E.** Wellness program planning and administration.
- F.** Communication skills.
- G.** Organizational skills.
- H.** Weight room orientation.

IV. Basic Qualifications:

- A.** General: Organization and communication skills.
- B.** Skill: Fitness testing skills/weight room orientation skills.
- C.** Physical: Good physical condition.
- D.** Academic: Passing grades.

V. Desirable Qualifications:

- A. Pleasant personality.
- B. Good with clients one on one.

VI. Narrative Summary:

Student assisted in administration and management of campus wellness program, served as member of the Berea Wellness Consortium, assisted in fitness testing of clients, and provided weight room orientations to patrons. Student may also have staffed sports events.