



PHYSICAL EDUCATION/WELLNESS ASSISTANT

SALARY GRADE: [C1-45](#)

DEFINITION:

Under the direction of an assigned supervisor, assist in the Physical Education and Athletics Division by performing technical work in support of instruction programs; overseeing the Lifetime Fitness and Wellness Center; and coordinating Personal Trainer certificate interns and other student employees.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist in the PE instructional program by performing technical work in an instructional learning environment; exercise judgment and initiative in coordinating lab class programs and other instructional facilities and materials.
2. Oversee the day-to-day operations of the Lifetime Fitness and Wellness Center and other PE instructional facilities as assigned, including the reception area; perform administrative duties in support of the center; design, modify and enforce center procedures and policies monitor entry and exit of students using the Lifetime Fitness and Wellness Center.
3. Schedule and perform make-up health/fitness assessments for students and individual health/fitness screenings utilizing the Micro-Fit computerized testing equipment; maintain concise health/fitness records and other related data for each participant.
4. Provide orientation sessions for students using the PE facilities and programs; organize and schedule workshops and seminars on the wide range of health/fitness related topics.
5. Ensure the Fitness Center is accessible to students with disabilities and make changes to equipment or fitness programs to enable all students to participate.
6. Develop, explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; present information to students in a logical accurate and interesting manner; assist in developing course materials.
7. Select and oversee the performance of personal Trainer Certificate interns and student employees of the Lifetime Fitness and Wellness Center; establish and monitor schedules for interns and students as assigned; train and provide work direction to assigned personnel.
8. Assist instructors, staff and students in the use of a variety of equipment, materials and supplied in the Lifetime Fitness and Wellness Center and other PE facilities; advise faculty on new or upgraded systems and equipment.
9. Remain current on issues and trends in fitness, exercise prescription, methods, and equipment and suggest upgrades as appropriate.
10. Order, receive, catalog and store supplies, materials and equipment.
11. Prepare and maintain a variety of files, records and reports as assigned, using word processing and spreadsheet programs; develop individual reports for students as required.
12. Clean, maintain and perform safety inspections on all exercise equipment in the Lifetime Fitness and Wellness Center; perform minor repairs as necessary.

13. Market and promote the Wellness Program to students, faculty, staff and the community; provide information on available resources to students; respond to student problems, questions and complaints.
14. Attend a variety of meetings as assigned.
15. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Technical exercise science
2. Fitness testing protocols
3. Instructional and tutorial techniques
4. Exercise and fitness machines, tools and equipment
5. Record-keeping techniques
6. Modern office practices, procedures and equipment
7. Proper methods of storing equipment, materials and supplies
8. Correct English usage, grammar, spelling, punctuation and vocabulary
9. Interpersonal skills using tact, patience and courtesy

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Assist in various Physical Education program by performing technical work in an instructional learning environment.
3. Instruct students effectively
4. Set up, design and operate assigned departmental equipment with skill
5. Understand, interpret and apply department rules, policies and technical materials relating to assigned field
6. Plan, schedule, train and review the work of student interns and employees
7. Provide instructional assistant and technical advise to students independently on the availability and uses of the exercise and Physical Education materials and equipment.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Prioritize and schedule work.

Education and Experience

Any combination equivalent to:

1. Associate's degree with an emphasis in Physical Education, Physical Therapy, Wellness, Exercise Science, personal Fitness Trainer or in a related field.
2. Two (2) years related work experience in the field.

LICENSE AND OTHER REQUIREMENTS:

1. Certification from either the American College of Sports Medicine or Aerobic Research Center and current CPR certification.

WORKING CONDITIONS:

Environment:

1. Busy exercise center or classroom environment
2. Constant interruptions

3. Noise

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and assigned equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 60 lbs.

Date Approved: January 27, 2005

EEO Code: H-50