



WEST LAFAYETTE

HOME of PURDUE

Job Title	<i>Wellness Coach (Temporary P/T)</i>
Reports To	<i>Wellness Coordinator</i>

Job Purpose

The Wellness Coach will play a vital role in the success of the West Lafayette Wellness Center. This position will provide effective and efficient service to our health-seeking members. Incumbent will aim to promote a safe, clean, and welcoming environment for all members. Incumbent will be responsible for facilitating new member orientations, monitoring the wellness floor, and assisting members. This is an ideal position for Health and/or Kinesiology students seeking to gain experience before obtaining a personal trainer or group exercise instructor certification.

Duties and Responsibilities

- Creates and builds positive relationships with members.
- Keeps accurate records of all wellness sessions.
- Meets with new members to go over health history forms during wellness orientations.
- Teaches members proper technique to use on fitness equipment.
- Assists in maintaining member progress reports and tracks member participation in wellness programs.
- Provides supervision and enforcement of wellness floor rules throughout shift.
- Monitors wellness floor to ensure exceptional member experience (e.g., re-rack weights, clean machines, remove trash, log maintenance issues related to equipment, etc.).
- Communicates problems, concerns, and changes in schedule to Wellness Coordinator.
- Completes daily cleaning tasks.
- Assists with other projects and activities at the Wellness Center, as needed.
- Maintains continuing education credits to ensure that certification remains current.
- Attends mandatory staff meetings, trainings, and events.
- Is knowledgeable of and supports the Wellness Center wellness staff guidelines and protocols.
- Follows emergency procedures and safety precautions. Follows procedures for reporting all accidents, incidents, and hazards.
- Performs other duties as assigned or required.

Qualifications

- Bachelor's degree in a related field or a similar combination of education and experience.
- Experience in the health and fitness field preferred.
- Possess adult and pediatric first aid, CPR, and AED certification, or the ability to obtain within two (2) months after hire date.
- Ability to relate to and communicate with a diverse group of people.

Work Schedule

This is a temporary, part-time position. Employee will be scheduled in four (4) to five (5) hour shifts during Wellness Center operating hours. Staff will be required to work a minimum of two (2) to three (3) wellness department shifts per week as determined by the Wellness Coordinator. Some nights and weekends are required.

Working Conditions

This position operates out of the Wellness Center and in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This role also operates and maintains standard gym equipment such as weights, weight machines, treadmills, stationary and elliptical bikes, and other similar machines.

Physical Requirements

Employee will be required to stand for extended periods of time and lift objects weighing up to fifty (50) pounds. Incumbent is required to use his/her visual abilities to inspect all strength and cardio equipment in need of repair and to use oral or written communication abilities to report problems to the Wellness Coordinator. Employee will be required to clean and maintain equipment and wellness floor which requires the ability to kneel, crawl, stoop, or bend, as well as reach with hands and arms.

Direct Reports

None.

Approved by:	<i>Monica Wontor, HR Manager</i>
Date approved:	<i>04/27/2023</i>
Reviewed:	<i>04/27/2023</i>