STUDENT MANAGER
WELLNESS

PURPOSE

The SRC Student Manager for Wellness assists in the development and delivery of programs and services related to wellness. Additionally, he/she provides peer supervision to all student staff areas. The eleven student managers also serve as a team that are expected to contribute to policy decisions, staff training and development, participant education, safety awareness and response, program assessment, and program promotion.

SUPERVISORY DUTIES AND RESPONSIBILITIES
- Assist in the day-to-day management and oversight of Wellness Workshops and Group Exercise instructors.
- Provide daily peer supervision to 6 – 10 student staff and support the supervision of 80 total student staff.
- Provide orientation and training, performance feedback, motivation, and discipline to student employees.
- Assist in the recruitment and selection of quality student employees who represent the campus demographics.
- Conduct auditions for prospective Group X instructors.
- Be prepared and able to serve as a substitute instructor for a variety of classes (or willing to be trained upon hire).
- Conduct staff area meetings for staff input, policy interpretation, staff development, staff scheduling, and resolving issues.
- Supervise the conduct and daily performance of student staff areas.
- Train staff in duties, policies, procedures, customer service, and risk management.
- Educate student staff and participants; adhere to, and enforce, all policies and procedures.
- The Student Manager for Wellness typical weekly work schedule will consist of the following:
  - Lead Group X instructor staff meeting.
  - Conduct a minimum of 5 collaborative Wellness Workshops each semester.
  - Research and prepare monthly “Fit Tip” and other educational material for distribution.
  - Attend SRC Leadership Team meeting.
  - Meet weekly with Coordinator.
  - Office Hours (up to 20 hours/week— scheduling, program promotion, program research and creation, program assessment, in-service training, etc.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
- Assume accountability for all aspects of SRC facilities, programs, and services in the absence of full-time staff.
- Assist in the development and implementation of systems and procedures to ensure employee and participant safety in all programs and facilities.
- Research current trends in collegiate wellness programming and group exercise classes.
- Design, implement, and evaluate all SRC wellness events including but not limited to workshops, seminars, videos, and outreach.
- Assist in collaboration with PEAK to coordinate potential credit classes held in the SRC.
- Establish and maintain rapport with campus departments including Counseling Center, Health Center, Nursing Department, ASI, and Academic Departments to collaborate on events.
- Prepare and deliver presentations as needed.
- Assist in the creation and delivery of program promotion and marketing.
- Assist in the creation, distribution, and compilation of assessment instruments to determine program effectiveness and participant satisfaction.
- Respond to participant concerns and provide positive public relations and service.
- Provide outreach support to various student groups to promote the program and solicit feedback.
- Identify program supply purchase needs; develop and maintain inventory control methods.
- Develop manuals for systems, procedures, policies, and staff training.

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- Prepare quarterly and annual reports, collect data, research solutions, and maintain program files.
- Regularly communicate program hours, events, results, accomplishments, etc.
- Participate in strategic planning for both short and long term projects related to SRC facilities, programs, and services.
- Maintain knowledge of correct exercise technique, proper equipment usage, and equipment preventative maintenance.
- Develop and maintain quality control procedures for program area.
- Resolve participant conflicts and disputes with tact and diplomacy.
- Contact University Police when necessary due to problems that cannot be resolved with on-site personnel.
- Communicate maintenance, custodial, or security issues to appropriate SRC or campus personnel.
- Respond appropriately and as needed to all injuries, emergencies, and evacuations.

**Administrative Support Duties and Responsibilities**

- Provide support to the Director and Coordinators on specific projects as needed and assigned.
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times with an extensive knowledge of the facilities, programs and services.
- Serve as a role model to other student staff and participants.
- Provide positive public relations and policy education to participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.

**Qualifications**

- Currently enrolled CSUB student with at least 8 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
- Degree work in PEAK, health, or allied discipline preferred.
- Previous supervisory or leadership experience required; preferably in a wellness or fitness environment.
- Experience teaching various group exercise classes preferred.
- Experience in recreation programming, event planning, or facility management/security preferred.
- Knowledge of, or demonstrated interest in, weight training, cardiovascular exercise, core strength exercise, etc. preferred.
- Experience with, or awareness of, safety and risk management, budget management, assessment instruments, promotional methods, and marketing techniques preferred.
- Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire. Other advanced/specialized safety certifications preferred.
- Ability to work collaboratively with others or independently as the situation requires.
- Ability to take thoughtful risks, explore new ideas, be flexible, and adapt to change.
- Excellent organizational, planning, multi-tasking, and problem-solving skills.
- Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
- Excellent oral and written communication skills.
- Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles.
- Knowledge of Windows based computer systems.
- Willingness and ability to work early morning, night, weekend, finals, and semester break hours.
- Employment is contingent upon satisfactory completion of a fingerprint check and may include a credit check.
- **Must be available to work during the summer term.**

**Classification and Compensation**

Student Assistant II - $14.00 per hour. Maximum 20 hours per week. Regular work week consists of 15-18 hours.

**Application Process and Deadline**

Applications can be found at the Student Recreation Center Welcome Desk, or online at [http://www.csusb.edu/reccenter/employment.shtml](http://www.csusb.edu/reccenter/employment.shtml). Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due on **5/2/16 by 9:00 a.m.** to the Student Recreation Center Welcome Desk.