

**Position Title:** Wellness Center Assistant  
**Department:** Quest4Life Wellness Center  
**Pay rate:** \$8.85 min

**Job Summary:** Assists with various operating duties which include working with Membership Services, Childcare, Fitness Staff

**Job Relationships:** Responsible to: Membership Services Coordinator, Childcare Coordinator, and Membership Services Representative  
Positions directly supervised: None

**Essential Job Functions:** The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time.

- 1 Assists with daily operations of the Wellness Center
- 2 Assists in maintenance of Wellness Center
- 3 Establishes positive rapport with members.
- 4 Establishes a successful working relationship with all Wellness Center personnel
- 5 Attends staff meetings as scheduled.

**Education and formal training:**  
High school Diploma or equivalent.

**Work Experience:**  
None required.  
Experience caring for children of various ages up to 12 years of age preferred.  
Positive recommendations encouraged.

**Knowledge, skills, and abilities required:**  
Knowledge of: Basic math and English.  
Skills: Effective communication skills, especially verbal.  
Time management.  
Basic computer skills. Microsoft Office (word, excel, publisher)  
Ability to: Adapt to different populations. Get along with others, personal character.

**Physical Requirements:**  
Able to lift at least 50 pounds. Visual acuity for reading. Hearing for normal conversation.