



## KEWEENAW BAY OJIBWA COMMUNITY COLLEGE

111 Beartown Road, PO Box 519

Baraga, MI 49908

Phone: (906) 524-8517

*“Catch Your Dream Through A Superior Education”*

---

### JOB DESCRIPTION

**POSITION:** *RGM Fitness Center Attendant/Wellness Advocate – Community Service*

**PROGRAM:** *Federal Work Study*

**SUPERVISOR:** *Financial Aid Director*

**PAY RATE:** *\$11.50 per hour*

**STATUS:** *Temporary Part-time- Not to exceed 20 hours per week*

**SUMMARY:** The RGM Fitness Center Attendant will gain the experience of organizing, maintaining, and creating materials used to enhance the Wellness programs.

### **RESPONSIBILITIES –**

- Build complete autonomy of running the gym
- Practice, set up and maintain Covid-19 safety precautions
- Clerical and administrative support tasks including, but not limited to, file maintenance, data recording, and special projects that relate to wellness programming
- Creating and managing inventory used within wellness programs
- Preparing or creating flyers, brochures, and website with updated information on wellness programs
- Assist with wellness projects
- Advocate for community wellness programming and education
- Other duties as assigned

### **QUALIFICATIONS -**

- Currently enrolled KBOCC student
- Excellent communication skills preferred
- Reading comprehension and good interpersonal skills
- Microsoft Excel and Word proficiency preferred
- Ability to manage time and priorities carefully and efficiently
- Ability to interact courteously with patrons and conduct self as an aspiring professional in an academic environment
- Ability to maintain confidentiality