

## JOB FAMILY – Administration and Operations

Job Name	Wellness Coordinator
Job Code	
Job Summary	Through education, motivation, and leadership, the Wellness Coordinator assists students in establishing and reaching their fitness/wellness goals. The Wellness Coordinator contributes to the overall success of the Wellness Center by embodying the mission, vision and values of Discovery College
Main Accountabilities	<ul style="list-style-type: none"> <li>• Develop and manage initial and ongoing fitness testing, including pressure and BMI</li> <li>• Conduct fitness consultations and safe exercise recommendations to students based on established industry guidelines</li> <li>• Provide individual support or counselling to students in general wellness or nutrition</li> <li>• Develop and teach a diversity of fitness/wellness classes to improve strength, flexibility, cardiovascular conditioning, or general fitness of participants</li> <li>• Assist students in establishing effective fitness/wellness goals and develops the most effective training plan to achieve those goals</li> <li>• Operate, and instruct others in, proper operation of fitness equipment and exercise techniques, such as weight machines, exercises, benches, hand weights, and fitness assessment devices</li> <li>• Offer accurate and up-to-date information and advice on fitness</li> <li>• Motivate students and serve as a training partner</li> <li>• Support the classroom programme in fitness/wellness lessons</li> <li>• Work alongside teachers in running class groups</li> <li>• Maintain wellness and fitness-related schedules, records, or reports</li> <li>• Track attendance, participation, or performance data related to wellness classes, events and individual programmes</li> <li>• Conduct surveys to determine interest in, or satisfaction with, wellness and fitness programmes, events, or services</li> <li>• Prepare or implement budgets and strategic, operational, purchasing, or maintenance plans</li> <li>• Maintain or arrange for maintenance/repair of fitness equipment or facilities, ensuring a safe and clean facility for all</li> <li>• Organize, communicate and oversee fitness or wellness events or programmes</li> <li>• Maintains all required certifications/qualifications</li> <li>• Other tasks as negotiated with the Principal</li> </ul>
Typical reporting relationship	Principal
Minimum typical education	<ul style="list-style-type: none"> <li>• Current CPR/AED and First Aid certification (a short grace period is allowed to acquire first aid certification)</li> <li>• Nationally recognized Personal Trainer Certification (e.g., NSCA, ACSM, ACE, NASM, ISSA, etc. or equivalent)</li> </ul>
Minimum typical experience	Minimum 5 years experience in related field
Core Professional/Technical Competencies required	<ul style="list-style-type: none"> <li>• Strong knowledge of exercise physiology, kinesiology and anatomy</li> <li>• Full understanding of all exercise equipment and proper operations</li> <li>• Knowledge of injury prevention and rehabilitation</li> <li>• Ability to assist students with nutritional advice</li> </ul>



	<ul style="list-style-type: none"><li>• Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection</li><li>• Sport specific knowledge a plus</li></ul>
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"><li>• Good communication skills and ability to instruct and teach in English</li><li>• Work independently with minimal supervision</li><li>• Collaboration</li><li>• Result orientation</li><li>• Planning and organizing work</li><li>• Customer service</li></ul>
Development/Training to support role competencies	Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process Relevant courses To be negotiated as part of the PRD plan
Notes: Work hours are 5 days a week, Monday to Friday 7am to 5pm except for Wednesdays 8am to 6pm	

**Confidential**