



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>WELLNESS CENTRE COORDINATOR I</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>DEPARTMENT/UNIT</b>	<b>RECREATION AND WELLNESS</b>
<b>REPORTS TO</b>	<b>ASSISTANT DIRECTOR, RECREATION &amp; WELLNESS</b>
<b>SUMMARY:</b> The Wellness Centre Coordinator I is tasked to provide support for the Department of Recreation and Wellness.	
<b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Wellness Centre Coordinator I is required to perform a variety of tasks including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Assist with the operations and usage of the Wellness Centre facilities (includes but not limited to: care/maintenance of equipment, budget managements, appropriate record keeping, etc.);</li> <li>➤ Assist with selecting, training and scheduling of student workers;</li> <li>➤ Assist with the Athletic Department Coaches' strength and conditioning programs;</li> <li>➤ Teach minimum courses during semesters on wellness (i.e., to students, staff, faculty etc.);</li> <li>➤ Provide instructions and guidance to community using Wellness Centre;</li> <li>➤ Maintain liaison with the University and Athletic Administrators, Trainers and Coaches as deemed appropriate by the Manager/ Director;</li> <li>➤ Maintain current Bahamian health information;</li> <li>➤ Adhere to all regulations of the university.</li> </ul>	
<b>REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>➤ Excellent verbal and written communications skills</li> <li>➤ Team player</li> <li>➤ Innovative, dynamic, creative</li> <li>➤ Friendly and an ease in working with students</li> <li>➤ CPR and First Aid Certificate</li> <li>➤ Experience working in Wellness</li> </ul>	
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>➤ A Bachelor's Degree in Business Administration or the equivalent, AND at least four (4) years post-qualification work experience at the AS-1 level.</li> </ul>	
<b>Salary Grade</b>	<b>AS-2</b>
<b>Date Published</b>	<b>March 15, 2024</b>
<b>Application End Date</b>	<b>March 29, 2024</b>
<b>Date to be Removed</b>	<b>March 29, 2024</b>



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**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

<https://ubhrapply.info/PeopleFirst>

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Wellness Centre Coordinator, I.*