

## **Health & Wellness Assistant, Part-time Regular (20-hour)**

\$16.82-\$25.99/hour DOQ (Depending on Qualifications).

The James City County Recreation Center seeks a motivated Health & Wellness Assistant to provide vital support to our Health & Wellness Coordinator. This role is central to enhancing community health and fitness, involving direct engagement in large group fitness programs and administrative responsibilities.

Part-time Regular- 20 hrs./wk.

### **Responsibilities:**

Performs a combination of administrative tasks, community engagement, and support in the delivery of health and wellness programs. The role is dynamic, requiring interaction with community members to encourage participation in wellness activities, assisting in organizing events like health fairs and fitness challenges, and providing support for the Health & Wellness Coordinator in developing and implementing various wellness initiatives. The position demands a balance of good communication skills, organizational abilities, and a foundational knowledge of health and fitness principles, making it ideal for someone passionate about promoting community health and wellness.

### **Essential Job Functions (other essential job functions may be designated by department)**

- Ensures Center rules, safety standards and sanitation requirements are followed.
- Support the Health & Wellness Coordinator in developing and implementing wellness programs and activities.
- Play an active role in supporting the coordination of group fitness programs, ensuring smooth operation and accessibility for all participants.
- Engage with community members to promote participation in wellness programs and education.
- Perform administrative tasks such as scheduling, record keeping, and preparing educational materials.
- Guide patrons in the safe use of exercise equipment and wellness facilities.
- Assist organization of health fairs, fitness challenges, and other wellness-related events.
- Represents department at health and benefit fairs; promotes classes and workshops.
- Cleans and inspects group fitness studios daily to ensure equipment is in working order.
- Completes monthly reports.
- Assists with purchasing, settles purchasing card.
- Performs other duties as assigned.

### **Job Requirements:**

- Any combination of education and experience equivalent to a high school diploma; some experience in Health & Wellness, Group Fitness or related field.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess and maintain certification from the American Red Cross in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults and Child).
- Knowledge of fitness equipment and proper techniques and adjustments; physical fitness testing procedures; how to use basic tools.
- Basic understanding of health, fitness, and nutrition.

- Strong communication and interpersonal skills, with the ability to engage effectively with the community.
- Flexibility and teamwork capabilities.
- Ability to communicate effectively; enforce operating policies and procedures in an effective and courteous manner; repair fitness equipment; maintain effective working relationships with County staff and patrons.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>