

SFSU CAMPUS RECREATION

NOW HIRING

Student Manager for Wellness

**APPLICATION DEADLINE:
OPEN UNTIL FILLED**

To Apply: Complete the Qualtrics Application form below. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

Qualtrics - Common Application:

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR
M/SV_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



PURPOSE

The main responsibility of the Student Manager for Wellness is to help oversee the operations and management of the Wellness Program Area in the Mashouf Wellness Center. Experience and knowledge of wellness is essential to this position (e.g., nutrition, stress reduction, sleep, emotional well-being, etc.). This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

DUTIES AND RESPONSIBILITIES

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Wellness Program Area. This may consist of offering workshops or other educational opportunities to teach and promote wellness, and may include offering resources to other MWC staff on how to incorporate wellness education into their Program Areas.
- Ongoing Wellness Program Area Workshops & Events: MWC Zen Den. Wellness Series: Self-Defense, Belly Dancing, Etc. Game Night. Study Zone Virtual Reality Fitness
- Other opportunities include: Pool Parties, Nutrition Workshops, Body Positivity Programming, National Eating Disorder Awareness Week, School Supplies Drives, etc. However, programming is up to the digression of the Wellness Student Managers and Fitness and Wellness Coordinator.
- Train Mashouf Wellness Center Staff on all current responsibilities, expectations, policies, and procedures specific to the Wellness Program Area.c. Maintain inventory of Wellness equipment and materials and report when supplies are running low or when equipment needs repair or replacement.
- In collaboration with the MWC Marketing Team, create concepts for marketing Wellness Program Area offerings and events.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area. In addition to creating a culture of Wellness on campus (eg, working with MWC Operations, Reservations, Fitness Operations, Group X, Massage Therapy, Risk Management, Health Promotion & Wellness, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff and create program and event assessments. Implement changes to better the Wellness Program Area and ensure a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary. (Fall 2020 bi-weekly Mondays from 4-5pm.)
- Be available every first Friday of the month to plan and host monthly Game Nights.
- Plan biweekly DIY projects that follow the 8 dimensions of wellness.m. Plan out and execute monthly wellness poster that focuses on each dimension of wellness.
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- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Previous leadership, coordination or management experience is required.
- Must have knowledge of the benefits of wellness and be able to present and articulate it effectively to others.
- Strongly preferred: Previous experience delivering health or wellness workshops or trainings.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment may be dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.