



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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Wellness Center Coordinator

Position Information

The Wellness Center Coordinator manages and operates the WETCC Wellness Center. This position is under the supervision of the facility director.

Duties & Responsibilities

- Directs the daily operations of the Wellness Center.
- Foster a positive and motivating environment.
- Ensure the Wellness Center is appropriately staffed.
- Ensure adherence to Wellness Center policies.
- Collect, analyze, and report Wellness Center data.
- Train and supervise Wellness Center student workers.
- Recruit and schedule Wellness Center activities.
- Ensure the Wellness Center facilities and equipment are clean, safe, and maintained.
- Maintain adherence to health and safety regulations and policies.
- Address inquiries, complaints, and emergencies as they arise.
- Serves on college committees.
- All other duties as assigned.

Work Schedule: Monday-Friday, 8:00-4:30. Evenings and weekends are sometimes required. This position is on-site at the WETCC campus in Mahanomen, Minnesota. Some travel may be required.

Advertised Salary: \$21.32/hour; DOQ

Minimum Qualifications

- Two or more years of work experience in fitness, wellness, or a related field.
- A combination of education and experience may be considered

Preferred Qualifications

- Certification in personal training or related field
- Associate or bachelor's degree in a related field

Knowledge, Skills, and Abilities

- Knowledge of the fitness industry
- Customer service and problem-solving skills
- Ability to analyze data and make data-driven decisions
- Ability to develop schedules and plans
- Ability to motivate and encourage people
- Knowledge of the community and Anishinaabe culture.
- Ability to communicate effectively through written and oral correspondence
- Team player

Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one. The effective date for 401k is the first of the month following 60 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire. WETCC has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998, "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible [Indigenous] and non-[Indigenous] residents of the area..."

Accredited by The Higher Learning Commission

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.

- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision – *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.

