

**Wrightstown Community School District**  
**Wellness Center Director**  
(Job Description)

Administration- 2330  
Personnel - 5180

**Primary Objectives**

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To create a safe, orderly, and inviting place to learn and teach
- To provide positive customer service and client care
- To manage school time, facilities, and resources responsibly in the wellness center
- To supervise all school-based faculty, staff, students and community members in the wellness center
- To maintain a close relationship with the Activities Director to assure that the program and policies of the Board of Education are carried out in an efficient and uniform manner

**Performance Responsibilities**

➤ **Program Management**

- Follow proper procedures for opening and closing the Wellness Center on time.
- Supervise, direct, and schedule all activities at the Wellness Center.
- Enforce facility policies and rules.
- Secure, develop, and promote wellness programs and opportunities at the center.
- Provide orientations to the Wellness Center as needed.
- Keep daily records with regard to the number of people and time of use for the facility.
- Complete a full report monthly. This includes the number of people using the facility. Provide copies to the Student Activities Director, High School Principal, Business Manager, and District Administrator.
- Periodically check all equipment to see that it is working correctly this includes the upholstery.
- Make sure all necessary supplies are at hand. Fill all bottles of disinfectant spray and wash/dry cleaning towels as needed.
- Complete a daily cleaning log.
- Facilitate and track use by outside organizations through the Building Use form.

➤ **Human Resource Management**

- Schedule all workers and hours they will supervise.
- Evaluate and provide support for Wellness Center Supervisors.

➤ **Budget Management**

- Communicate with the Activities Director about repairs and replacement of equipment.
- Prepare, submit, and implement the budget for personnel, supplies, materials, and equipment for the facility.

➤ **Communications**

- Communicate with wellness center members to support a positive customer experience.
- Communicate with the custodial staff with regard to the proper maintenance of the facility.
- Maintain contact with community members and troubleshoot any problems that may develop.
- Provide courteous, attentive, and helpful assistance to facility users.
- Communicate all events, updates, and class schedules with evening wellness center staff and strength and conditioning coach.

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➤ **Other Responsibilities**

- Fill in and perform duties of other employees of the facility when an employee fails to show up for duty because of illness or tardiness.
- Perform any and all other duties prescribed by the Activities Director.

**Qualifications**

- Certification or training in CPR, First Aid, and AED.
- Knowledge, training, or experience in recreation management, health and wellness training, or personal training.

**Reports To**

- Activities Director

**Evaluation**

- Annual written evaluation to be completed by the Activities Director based on a mutually agreed upon evaluation system.

*Adopted: November 20, 2017*

*Reviewed:*

*Revised: January 16, 2023*