



## MESALANDS COMMUNITY COLLEGE

**Job Announcement  
Health and Wellness Facility  
Coordinator/Instructor  
Open Until Filled**

<b>POSITION:</b>	Health and Wellness Facility Coordinator/Instructor
<b>WAGE RANGE:</b>	Depends on experience, salary competitive
<b>PART TIME:</b>	Full Time

The principle responsibility of a Health and Wellness Facility Coordinator/Instructor will be teaching courses in health, physical education, wellness, and fitness, and managing the Health and Wellness Facility. The Health and Wellness Facility Coordinator/Instructor performs any combination of the following tasks in conducting college courses and assisting the College in meeting its mission.

**Essential Functions. The employee is responsible for the following:**

**Coordinator**

- Manages all aspects of the Health and Wellness Facility to include the Fitness Center
- Maintains equipment in a safe, clean, and functioning order
- Enforces regulations associated with the Fitness Center
- Monitors cameras and card system
- Supervises student activity/participation in Fitness Center
- Promotes, markets, and schedules events/courses associated with discipline area and Fitness Center
- Keeps informed on procedures to be followed in case of emergencies
- Maintains first aid, AED, and CPR certification
- Assist the College in keeping technology, facilities, and equipment current
- Develops innovative programming
- Prepares reports on scheduled activities
- Performs other duties as assigned

**Faculty**

- Instructs classes as assigned during fall and spring semesters for 15-20 credit hours per semester with anything over 16 credits being an overload. Instructs classes as assigned during the summer for 9-14 credit hours with anything over 10 credits being an overload
- Teaches one or more subjects for which qualified within prescribed curriculum

Monitors for signs of exercise-induced distress and/or potential injuries  
Ensures that a safe and healthy environment exists for exercising  
Recruits students for the discipline area(s) taught  
Uses and analyzes assessment and classroom techniques  
Prepares and distributes to each student a syllabus for each course taught. A copy of each new syllabus must be filed with the Dean of Instruction's office  
Stimulates class discussions and understanding of materials by students  
Compiles bibliographies of specialized materials for outside reading assignments  
Compiles, administers, and grades examinations, or assigns this work to others  
Maintains currency in particular field of knowledge and applies this to instruction  
Performs related duties such as advising students on academic and technical curricula, serving as advisor to student organizations, and performing faculty work through committees  
Serves on committees to provide professional services to government and industry and to enable the work of the faculty and administration of the college to be accomplished  
Uses technology in the classroom  
Uses distance education  
Maintains office hours as agreed with the Dean of Instruction  
Maintains national accreditation certification  
Performs other duties as assigned

### **Qualifications**

Master's degree in physical education/health or related field required; previous teaching experience preferred; understanding of a community college philosophy required and/or community college experience preferred. A valid driver license and satisfactory driving record required. First Aid, AED, CPR, and other related certifications preferred. American College of Sports Medicine (ACSM), American Sport Education Program (ASEP), National Strength and Conditioning Association (NSCA), or Certified Strength and Conditional Specialist (CSCS) preferred. Teaching presentation required prior to appointment. Must be able to physically execute all classes.

#### **Language skills:**

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

#### **Mathematical skills:**

Ability to perform basic mathematical functions.

#### **Reasoning ability:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. Must be able to physically execute all classes.

The employee must regularly lift and/or move up to 100 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is from low to high. Job performed indoors in a classroom and fitness center environment . Work hours include variable shifts with both day and evening hours.

**HOW TO APPLY**

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application available on-line at [www.mesalands.edu](http://www.mesalands.edu); copies of transcripts for college courses completed; must provide a copy of a valid driver's license, and list of three references, including name, address, and phone numbers. All required application materials must be received by:

Attn: Human Resources  
Mesalands Community College  
911 S. Tenth Street  
Tucumcari, NM 88401  
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans, please provide proof of service with honorable discharge.