BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Health Coach-YMCA BERWICK

POSTED 10/12/2020

DUTIES
This position is OFF-CAMPUS
Under the guidance of the Wellness Director, a Health Coach is responsible for all duties related to the operation of the Wellness Centers of the Berwick Area YMCA as described in this document, as well as other duties that may be assigned by the Wellness Director.

Duties and Responsibilities
A. Responsibilities
1. Attend all initial and ongoing trainings
2. Accept ongoing duties/responsibilities as assigned by the Wellness Director. This includes following through to ensure they are done in a timely and professional manner
3. Create a safe, friendly and clean environment for YMCA members and guests
4. Provide wellness orientations, fitness assessments
5. Actively engage members and guests
6. Enforce wellness center age, safety, and etiquette policies
7. Maintain cleanliness and organization of wellness centers
8. Complete one-time tasks as assigned by the Wellness Director
9. Cover shifts for other wellness employees as needed, this may include filling in as needed when there is no one else available to work a given shift

B. Duties – Business Aspects
1. Be responsible for filing required documents daily or as needed
2. Arrive no less than 10 minutes before your shift starts
3. Do not use any form of electronic devices in the presence of members or guests
4. When requesting time off find substitute staff to cover all your duties
5. Do not idly sit at the wellness desk, the desk is a tool to help you perform your duties
6. Ensure required certifications remain current and up to date
7. Ensure your contact information is always current
8. Do not discuss private YMCA business in the presence of members or guests

C. Duties – Member Relations
1. Be responsible for welcoming, greeting, and thanking members, guests, and participants who use the YMCA
2. If a member has a problem, stop what you are doing fully engage that member and do everything you can to help them solve their problem. Their problem is your problem.
3. If you can’t solve a member’s problem direct them to someone who can i.e. a director
D. Duties – General To YMCA Staff
1. Follow all policies and procedures
2. Be involved in non-departmental YMCA activities that further the mission of the YMCA
3. Help to further the YMCA’s cause by relaying to members the YMCA’s cause and mission
4. Other duties may be assigned to the front line staff as needed

REQUIREMENTS
Qualifications & Job Skills
Must be at least 18 years old. This person should have a strong personal commitment to overall wellness; have a positive attitude and ability to work independently. Must have excellent communication skills including the ability to effectively interview members regarding their wellness needs. Must be able to articulate and communicate effectively while instructing participants in proper execution of weight bearing and cardiovascular exercise. Must have current knowledge of strength training guidelines and ability to modify exercises for special populations when needed. It is beneficial but not required to have the following qualifications, as listed in “job skills” below, in order to successfully perform the Health Coach position.
1. Knowledge and understanding of exercise testing, exercise program design, and program implementation
2. Knowledge, skill, and ability regarding exercise techniques and proper use of all exercise equipment
3. Knowledge, skill, and ability to work with volunteers and staff in a professional and cooperative manner
4. Knowledge, skill, and ability to interact with members from infant to adult in a pleasant and friendly manner

Certifications, Licenses, and Registrations
1. Have, or be in the process of obtaining, CPR/AED and 1st Aid
2. Have or be in the process of obtaining, any other certifications, licenses or registrations that have been mutually agreed upon by the YMCA and the incumbent
3. Incumbent must have a valid Driver’s License or photo ID, reliable transportation, and have a working phone number and email address where they can be reached

Physical and/or Mental Demands
The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to
enable individuals with disabilities to perform these essential functions.
1. Incumbent must be able to stand or sit for extended lengths of time, as
   demanded by the job
2. Incumbent must be able to lift/move 50 lbs. as demanded by position
3. Physical activities for this position include but are not limited to; climbing,
   balancing, stooping, kneeling, crouching, crawling, reaching, standing,
   walking, running, pushing, pulling, lifting, grasping, and repetitive motions
4. Must have the ability and patience to instruct members while using
   effective communication and human relations skills to handle situations with
   people of all socioeconomic levels. Must have the ability to conduct,
   demonstrate and safely lead members at their personal level of ability,
   including proper exercise technique and serving as a spotter.

Work Environment
The work environment characteristics described below are representative of
those that an employee encounters while performing the essential functions
of the job. Reasonable accommodations may be made to enable individuals
with challenges to perform the essential functions.
1. Chemicals used in YMCA facility
2. Slippery pavement/concrete in parking area
3. Slippery floor inside building (mopped or rain water)
4. Contact with numerous people on a daily basis – health issues
5. Stress created by a job with multiple duties and responsibilities

Make an Impact
Everything we do impacts how our members and guests see us. As a
Wellness Staff
member it is important that you exhibit these basic guidelines at all times.
1. Staff will be empowered, authorized, and expected to serve members.
   I will use my best judgment and all the tools available to me to serve our
   members.
   Supervisors are here to support you.
2. Staff will be role-models of YMCA Character Values.
   I will exemplify the core values of caring, honesty, respect, and responsibility
   in all of my daily interactions, to staff and members alike.
3. Staff will treat all people with dignity according to the Golden Rule.
   I will treat others as I would like to be treated.
   I will not judge other members.
4. Staff will be responsive to members above all else.
   I will stop what I am doing to fully engage each member.
5. Staff will be unified in a common purpose and committed to teamwork.
   I will always give members more service and attention than they expect.
We are all on the same team going the same direction.

6. Staff will be knowledgeable in all that the Y has to offer.  
I will never end a question with "I don’t know".  
It’s always my job; it’s always in my area.

7. Staff will commit to ownership of their work environment.  
I will show pride in my “Y” by not walking past anything that is wrong and  
follow through to see each member’s concern to its conclusion. You see it –  
you own it.

8. Staff will come to work with their best attitude.  
I will give our members and fellow staff my best each time I come to work.

9. Staff will be committed to soliciting valuable member feedback.  
I will treat every incident of member feedback as an opportunity for the  
YMCA to improve, thanking members for giving us the opportunity.

10. Staff will be easily identifiable and professional.  
I will wear my name badge and staff shirt and look professional while I  
am at work.

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND  
EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS  
ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTIONS  
AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY  
MANAGEMENT.

DEPARTMENT  Off-Campus Work-Study
CONTACT  Chris Reigel  PHONE
AID TYPE  Federal  E-MAIL  wellness@berwicky.org
POSITION  Office Assistant

POSTED  10/12/2020

DUTIES

THIS POSITION IS OFF-CAMPUS

As the Camp Victory Office Assistant, you will be responsible for answering the phone and directing calls appropriately. The Office Assistant will help with mailings throughout the year including our appeal, invitations to fundraisers, as well as our newsletters. The Office Assistant will also be responsible for taking photos of camps that are here during our summer camping season. The Office Assistant will also be responsible for copying necessary documents for office staff, organizing Camp Store inventory, as well as other duties as assigned involving the administration. Monday-Friday 8:30am-4:30pm

REQUIREMENTS

Must be eligible for a FEDERAL Work-study award.

DEPARTMENT  Off-Campus Work-Study

CONTACT  Katie Stepnick

PHONE

E-MAIL  campvictorykate@gmail.com
POSITION  Facilities Management Office Assistant-Spring 2021

POSTED  10/1/2020

DUTIES
• Welcoming Visitors, providing direction
• Distributes Contractor Parking Passes and Staff/Faculty Room Keys
• Answers phones and transfers them to the appropriate recipient.
• Sort and Distribute Facilities Department mail.
• Copying, Scanning, and Filing records
• Creating and Updating documents and spreadsheets
• Running errands on campus
• Close Work Orders
• Other duties as assigned

REQUIREMENTS
• Must be eligible for work study and have all required paperwork completed through the Financial Aid Office.
• Student should have experience using Microsoft Word and Excel.
• Punctuality and dependability are required.
• **Ability to work anytime Monday thru Friday between 8am-4:30pm**

DEPARTMENT  Facilities Management

CONTACT  Renelle Wetzel  PHONE  389-4277

AID TYPE  Federal or State  E-MAIL  rwetzel@bloomu.edu

POSITION  Student Worker-Fraternity and Sorority Life Marketing

POSTED  8/18/2020

DUTIES
Managing OFSL social media accounts, designing marketing materials for office, creating content for FSL website.

REQUIREMENTS
Proficient in utilizing Facebook, Twitter, and Instagram and understanding platform analytics is a plus. Strong knowledge of and experience with Photoshop, Illustrator and/or InDesign. Strong writing skills for the development of website content.

DEPARTMENT  Office of the V P for Student Affairs

CONTACT  Nicole Cronenwett  PHONE

AID TYPE  Federal or State  E-MAIL  ncronenwet@bloomu.edu
**POSITION**  Student Assistant, Departments of Political Science & Philosophy  
**POSTED**  6/10/2020  

**DUTIES**  
*Act as receptionist for the departments by directing visitors to the proper area or individual.  *Take messages as needed.  *Run on-campus errands for the departments as needed.  *Pick up, sort, and distribute mail to faculty/staff mailboxes.  *Photocopy, fax, and scan for the departments and be able to do basic maintenance on the photocopier (i.e., clearing jams, refilling paper, replacing toner cartridges, etc.).  *Other duties as assigned by Department Secretary, Chairs, and Faculty of the POLISCI Department and the Philosophy Department.  

**REQUIREMENTS**  
Student should be approved for work-study.  Student should have good interpersonal skills and be dependable and punctual.  If hired, student must complete all necessary clearances.  Although there is no dress code, student is expected to dress "workplace appropriate".  Students can apply by sending brief resume and letter of interest to lclemens@bloomu.edu.  

**DEPARTMENT**  Political Science  
**CONTACT**  Lori Clemens  
**PHONE**  4246  
**AID TYPE**  Federal or State  
**E-MAIL**  lclemens@bloomu.edu
This student worker position supports the functions of the graduate coordinators for the department of teaching and learning, department of exceptionality programs, and the college student affairs program by completing a variety of clerical tasks. This position is supervised by the three program coordinators. The student worker will work primarily from space in McCormick Center but will also work in Navy Hall.

DUTIES – General

- Maintain enrollment management records (e.g., inquiries, faculty and current student interaction with prospective students, applications, scheduling of first semester courses, on-boarding).
- Copy, collate, fold, and prepare materials for mailing/distribution. Work with campus postal services to process third class and other mailings.
- Gather and maintain information about student, faculty, and alumni accomplishments. Gather photographs and narrative information. Develop narrative copy for sharing on- and off-campus via print, electronic, and social media communication.
- Provide support for marketing events such as graduate program fairs and on-campus tabling. This may include preparing and assembling materials, ensuring student and faculty coverage, maintaining program display board, and other related tasks.
- Support program outcomes assessment by typing and tallying surveys, preparing mailings to students/alumni/employers, and scheduling exit interviews.
- Develop and maintain filing systems for paper and electronic documents and store documents accordingly.
- Type and distribute agendas and minutes of various meetings within the program and department.
- Schedule meetings. Reserve rooms for meetings, events, and conferences.
- Run campus errands (Duplicating pick up, delivery of materials, etc.)
- Other duties as assigned

DUTIES – College Student Affairs Program

- Respond to questions from prospective students and applicants to the CSA program. Refer as appropriate.
- Maintain up-to-date membership in all CSA listservs.
- Maintain up-to-date list of CSA alumni including contact and employment information.
- Collaborate with CSA faculty and graduate assistant to gather information for, develop, layout, and distribute program newsletter.
- Update CSA bulletin boards, CSA employer information, and related Google
DUTIES – Exceptionality Programs graduate programs

• Review and update student documents and folders.
• Communicate with perspective and current students (e.g., regarding scheduling, to obtain documents, and to field questions).
• Collaborate to work on documents related to graduate programs, courses, and checklists.
• Research graduate special education practices at other institutions (e.g., to create, modify, or adjust courses, programs, or documents).
• Regularly check and update graduate programs bulletin boards, documents/information for sharing, and website information.

DUTIES – Teaching and Learning graduate programs

• Gather survey information from current graduate students
• Gather information from other institutions about parallel programs
• Assist in processing admission applications
• Review program advertising for accuracy and update accordingly
• Other responsibilities as required by program need

REQUIREMENTS
QUALIFICATIONS AND REQUIREMENTS

• Ability to perform within prescribed office procedures, maintain harmonious working relationships, and function according to standard work practices and conduct.
• Ability to organize and prioritize work in a manner which insures smooth processing and accomplishment of priority items on schedule; ability to manage multiple priorities.
• Ability to work independently, request guidance, and seek supervision
• Proficient in the use of Microsoft Office Suite including Outlook mail and scheduling and in the operation of various computers and software packages to produce finished copy of a variety of typing assignments, including charts, spreadsheets, graphics, charts, and diagrams.
• Demonstrated reliability in attendance and task follow-through.
• Available to work 6 hours per week for the agreed upon academic term or weeks between academic terms.

DEPARTMENT College of Education

CONTACT Denise Davidson PHONE 772-3724
AID TYPE Federal or State E-MAIL ddavidso@bloomu.edu