



Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

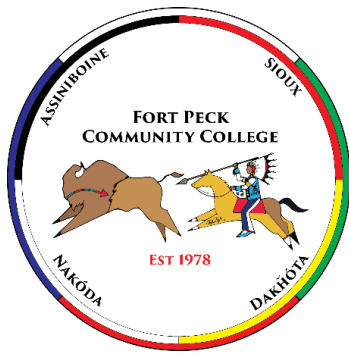
<b>Job Title:</b>	Community Outreach Coordinator & Facilities Manager	<b>Position Type:</b>	Full Time
<b>Location:</b>	Poplar	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

**Job Description**

This position reports to the Project Director of the CDC's Good Health & Wellness In Indian Country grant, which is facilitated in coordination with the Poplar and Wolf Point Wellness Centers. Community Wellness Outreach Coordinator responsibilities include: (1) General promotion of health and wellness through the public's use of the Wellness Centers; (2) Positive representation of the FPCC Wellness Center through visibility at health-related events outside the gym and a welcoming attitude inside the gym; (3) maintaining a safe, clean, accessible place to exercise; as well as the Wellness Center's outreach in the community; and (4) participating in CDC GHWIC Grant activities as needed. There will be a special focus on student outreach in conjunction with FPCC, but also general community outreach events and campaigns will be expected.

**Responsibilities:**

- Monitor the fitness room as fitness members use equipment
- Manage gym memberships (and payments, when dues are not being covered by COVID Impact Aid)
- Ensure gym staff are adequately trained on front desk and on cleaning responsibilities
- Ensure front desk is staffed, and fill in open slots as needed
- Oversee and participate in staff cleaning rotation. Offer constructive training to employees as needed.
- Assign weekly or biweekly shifts to gym employees
- Submit part-time employee timesheets to Business Office on bi-weekly basis
- Serve as main contact person to FPCC and CDC Project Director on behalf of the Poplar Wellness Center
- Help maintain a neat, clean and pleasant environment on the wellness center floor
- FPCC Student Outreach -- Be present (or assign gym employee to be present) at FPCC Student assemblies, pre-semester orientations, and other events to promote student use of the Wellness Center
- Promote community wellness through personal living habits and professional demeanor
- Oversee COVID-19 protocol.



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- Arrange for equipment repairs as needed
- Maintain a stocked inventory of cleaning supplies and dry goods
- Mitigate member issues as you see fit, to maintain a safe environment for all gym staff and members

#### Special / Grant-Related Projects

- Create designated walking/running routes around Poplar and Wolf Point
- Host community walk/run events
- Have an understanding of local wellness-related events or athletic activities where the Wellness Center could be present to promote health
- Handle phone calls, inquiries, and cash flow
- Work the front desk and greet people
- Submit data on gym/event attendance as required by the CDC grant
- Attend/help facilitate grant-related events as needed

#### Requirements:

- Interpersonal communication, timeliness, organization, time management
- Must have the physical, visual and auditory ability to perform the essential job functions
- Computer proficient on MS Office programs, and the ability to learn member tracking software
- Must be able to lift 45 lbs.
- Must be able to develop trust and community connections
- Must be able to remain professional and unbiased in advocacy of the Wellness Center operations, and for the health & wellness of the community
- Cleanliness of self and environment
- Must possess the genuine desire to better the health and wellness of the community
- Those with a self-starting work-ethic and who assume personal responsibility over their roles will succeed
- Ability to adapt to changes

#### Educational Qualifications:

- Bachelor's Degree preferred (not required)
- Personal health & wellness practices required
- CPR/First Aid Certified within 60 days of hire

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~