

Work Study Students Wanted!

Fall Semester 2007

Wellness Center

Virginia Mennonite Retirement Community
walking distance from EMU

Administrative Assistant

1. Assists in the operation of the Front Desk in an efficient and professional manner while serving the needs of members, guests and staff.
2. Performs customer service and membership tasks as needed.
3. Demonstrates proper phone etiquette and basic computer knowledge of word processing systems.
4. Exhibits responsible communication behavior consistent with departmental and Wellness Center goals.

Prior experience is not necessary.

Fitness Assistants

1. Provide general assistance to members with their exercise routines.
2. Provide one-on-one assistance to members as needed.
3. Assist overall efficiency of operations within the Cardio Fitness area.
4. Assist in maintaining a clean and safe environment.
5. Exhibits responsible communication behavior consistent with the departmental and Wellness Center goals.

Prior experience is not necessary.

Lifeguard

1. Ensure the safety of patrons through direct supervision of the Aquatics area.
2. Enforces all pool and whirlpool rules.
3. Exhibits responsible communication behavior consistent with departmental and Wellness Center goals.

Lifeguard certification is required.

For more information about us visit www.vmrc.org. Contact 574-3851 to discuss the opportunities available to you. We offer great work experience, great staff, great environment and a fun place to be! Come join our team!