

**Fitness Center and Wellness Coordinator (Temp, PT)**  
**Community College of Allegheny County**

Direct Link: <https://www.AcademicKeys.com/r?job=260753>

Downloaded On: Aug. 6, 2025 10:59am

Posted Aug. 5, 2025, set to expire Dec. 2, 2025

**Job Title** Fitness Center and Wellness Coordinator (Temp, PT)  
**Department** NA  
**Institution** Community College of Allegheny County  
Pittsburgh, Pennsylvania

**Date Posted** Aug. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Fitness Center and Wellness Coordinator (Temp, PT)**

**Part-Time Fitness Center and Wellness Coordinator**

**Department:** Student Life and Engagement

**Location:** Community College of Allegheny County (CCAC) - Multi-Campus - One position available at the Allegheny Campus, Boyce Campus, North Campus, and South Campus

**Reports To:** Directors of Student Life and Engagement

Part-Time, Hourly

**Schedule:** Monday - Thursday; 12:30PM - 6:30PM

**Position Summary:**

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The Part-Time Fitness Center and Wellness Coordinator is responsible for developing, coordinating, implementing, and evaluating programs in the Fitness Centers. This small group training, fitness buddies, and personal training programs. This position will also assist in the operations of the Campus Cupboard at their location to provide additional coverage ensuring access for those in need during 12:30 - 2:15 pm time slot. The ideal candidate will be passionate about student engagement, fitness, and wellness, highly organized, and able to work independently across multiple campuses.

### **Primary Responsibilities:**

#### Fitness Center Oversight

- Supervise daily operations of the campus fitness center during assigned hours.
- Monitor the safety and cleanliness of the facility and equipment, report maintenance needs.
- Enforce fitness center rules and policies to ensure a safe and inclusive environment.
- Assist with onboarding and training of student workers or volunteers in the fitness center.
- Develop and promote wellness-focused programming, such as group workouts, stress-relief sessions, or fitness challenges.

#### Health & Wellness Promotion

- Organize and facilitate wellness workshops and activities focusing on physical, mental, and emotional health.
- Collaborate with campus departments (e.g., student affairs, counseling) to support holistic student wellness initiatives.
- Create educational materials related to exercise, nutrition, and overall well-being.

#### Campus Cupboard Pantry Support

- Assist with day-to-day operations of campus food pantries, including stocking, inventory, and distribution.
- Promote awareness of the food pantry services among students, staff, and faculty and refer students to the pantry as needed.
- Help plan wellness-focused food initiatives, such as healthy food drives, cooking demos, or nutrition education events.
- Track usage data and assist in reporting for grant compliance or internal assessments.

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**Administrative and Collaborative Tasks**

- Maintain accurate records related to program participation, pantry usage, and wellness activities.
- Provide input and support for grant writing and fundraising efforts related to wellness and food security.
- Attend regular meetings with student services or wellness teams to coordinate programming.
- Assist with outreach efforts to increase student engagement with both the fitness center and food pantry resources.

**Minimum Qualifications:**

- High school diploma or GED required, associate or bachelor's degree preferred, particularly in fitness, health promotion, recreation, nutrition, or a related field.
- Experience in fitness center operations, wellness programming, or student support services preferred.
- Strong interpersonal, communication, and organizational skills, with the ability to engage a diverse student population.
- Capable of working independently and juggling multiple responsibilities in a fast-paced campus setting.
- Willingness to work a flexible schedule, including occasional evenings and weekends.
- Valid driver's license and reliable transportation required for travel between campus locations, including food pantry sites.
- Comfortable using Microsoft Office, email platforms, and basic scheduling or inventory tools.
- Demonstrated commitment to equity, inclusion, and promoting student well-being through fitness and food security initiatives.

**Additional Information:**

Please note that this posting is for one person at each of the following campuses; Allegheny Campus, Boyce Campus, North Campus, and South Campus. Selected candidates will be hired for one of the four the campuses and not all campuses. There may be instances in which you will have to travel to other campuses, so reliable transportation is required.

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**To view the full job posting and apply for this position, go to:**

**<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1774>**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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Community College of Allegheny County

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