

**NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**JOB DESCRIPTION**

**TITLE:** Seasonal Lifelong Learning and Recreation Center (LLRC) Support Staff

**DIVISION:** Student and Academic Services

**BASIC FUNCTION:** Hours may vary each week from 5 to 20 hours. Support Staff will assist with daily operations of the LLRC and provide support to Coordinator of LLRC.

**QUALIFICATIONS:** **Required** – CPR/First Aid certification or ability to obtain within 60 days of employment.  
Basic computer skills.

**Preferred** – Bilingual in English and Spanish languages.

**SUPERVISOR:** Coordinator of Lifelong Learning and Recreation Center (LLRC)

**DUTIES/RESPONSIBILITIES:**

1. Work with Coordinator of LLRC to coordinate wellness and recreation programs in the LLRC.
2. Requires a flexible schedule to assure coverage of the LLRC.
3. Supervise members and participants using facility equipment and amenities.
4. Effectively demonstrate proper use and functions of all equipment in the LLRC.
5. Communicate with members/participants on wellness/recreation activities/events in the LLRC.
6. Work with custodial staff to ensure proper cleanliness of the LLRC, perform housekeeping/cleaning duties as needed in facility.
7. Provide customer service to members/participants/visitors of the LLRC.
8. Support and communicate with Coordinator of LLRC.
9. Provide support for events and activities held at LLRC including but not limited to set up/tear down/clean up as required.
10. Prepare members/participants for proper use of facility and equipment.
11. Perform clerical duties for the daily operations of the LLRC as required by the Coordinator.
12. Perform other duties as assigned by the Coordinator.
13. Ability to use computer skills to input, access, and work with member information using LLRC membership software or ability to learn computer skills necessary to complete job functions.
14. Hours will vary between 5:00AM and 10:00PM. Work shifts will range in duration between 2-7 hours.

**The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

**GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:**

***PHYSICAL ACTIVITY***

N = Not Applicable                      O = Occasional (10-33%)                      C = Constant (67-100%)  
S = Seldom (1-9%)                      F = Frequent (34-66%)

- F     Stooping: Bending body downward and forward by bending spine at the waist.
- F     Kneeling: Bending legs at knee to come to a rest on knee and hands.
- F     Crouching: Bending body downward and forward by bending leg and spine.
- S     Crawling: Moving about on hands and knees or hands and feet.
- F     Reaching: Extending hand(s) and arm(s) in any direction.
- C     Standing: Particularly for sustained periods of time.
- F     Sitting: Particularly for sustained periods of time.
- C     Walking: Moving about on foot to accomplish task, particularly for longer distances.
- O     Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- O     Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- O     Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- O     Grasping: Applying pressure to an object with the fingers and palm.
- C     Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone  
or  
in person.
- C     Hearing: Perceiving the nature of sounds.
- S     Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
- S     Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- S     Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- S     Visual Acuity: View computer and/or close visual work less than 18" of distance.
- O     Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

***ENVIRONMENTAL CONDITIONS***

Occasional exposure to blood or body fluids and to hazardous chemicals. Work is expected to be confined to indoor activities with the exception that the individual may be required to go to other parts of campus or do errands away from campus, all of which would require exposure to the outdoors. It is not expected that this position will require exposure to situations which would be considered to be physically hazardous.

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**WAGE/SALARY RANGE:** \$9.75 per hour

**APPLICATION CLOSING DATE:** Applications continually accepted.

**ANTICIPATED EMPLOYMENT DATE:** As positions become available.

**APPLICATION PROCESS:** If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. **Do not** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. **When indicated, copies of all academic transcripts must be included.**

**SELECTION PROCESS:** Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

**FOR INFORMATION CONTACT:** Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: [rcarlson@nwicc.edu](mailto:rcarlson@nwicc.edu).

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, [603 West Park Street, Sheldon, Iowa](#), room D403b or room A101D, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 242, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).