



**Wellness Center Manager
Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411**

**FULL-TIME 40 HOURS PER WEEK w/BENEFITS
PART-TIME 19.5 HOURS PER WEEK
HOURS WILL VARY TO INCLUDE EVENINGS AND WEEKENDS**

Application Deadline is Monday, April 7, 2025

SCOPE OF WORK:

The Morgan County Wellness Center is seeking a dedicated and enthusiastic individual to join our team. The Wellness Center Employee will be responsible for providing exceptional customer service, assisting with wellness programs, and ensuring a clean and safe environment for all members. This role requires flexibility in working hours, including evenings and weekends. The ideal candidate will possess strong leadership skills, high energy, a passion for health and wellness, and a commitment to improving the quality of life for all community members.

KEY RESPONSIBILITIES:

- Greet and assist members and visitors with a friendly and professional demeanor.
- Provide information about wellness programs, services and schedules.
- Assist with the setup and breakdown of wellness classes and events.
- Maintain cleanliness and organization of the facility, including but not limited to equipment, restrooms, floors, windows, basketball court, etc.
- Handle membership inquiries and process registrations.
- Collaborate with team members to create a welcoming and supportive environment.
- Perform administrative tasks such as answering phones and monitoring check-ins.
- The Commission may add additional responsibilities as they see fit.

QUALIFICATIONS:

- Must be 18 years of age.
- Able to lift 50 pounds.
- Strong communication and interpersonal abilities.
- Basic computer skills.
- Ability to work flexible hours, including evenings and weekends, as needed.

PHYSICAL REQUIREMENTS:

You must be a hands on and engaging. It may require exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects such as weights and equipment; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, or emailed to the County Administrator, Misty Clinger at: mclingerman@morgancountywv.gov, on or before the date specified with the posting of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail).

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

PROBATIONARY PERIOD:

Morgan County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee’s fitness for the position in which he/she was placed.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

03/31/2025