JOB TITLE: Fitness Intern

POSITION PURPOSE: Position responsibilities include assisting the Assistant Director of Fitness Programs in various responsibilities for the operation of the Personal Training and Group Fitness programs. The Fitness Intern will primarily assist with administrative duties, Group Fitness class operations, and special program/event management.

TYPICAL JOB DUTIES:
1. Management of Personal Training Program:
   • Managing Group Fitness class sales and check-in processes
   • Create reports pertaining to different aspects of the fitness programs.
   • Manage and assist with the development of special events
   • Responsible for making sure all classes have an instructor
   • Awareness of and appreciation for individual uniqueness and diversity.
   • Become a part of the strategy to increase the depth and quality of our student work force.

2. Additional Utilized Skill Sets:
   • Demonstrate superior interpersonal skills with staff and clients.
   • Attendance at all Fitness meetings is mandatory including retreats and/or workshops.
   • Customer service is a MUST in this position and all matters should be held in the most professional manner possible. Direct professional supervisor should be copied in on all communications, as well as updated when verbal interactions occur in regards to customer service.

3. Practice proper safety procedures:
   • Respond to any injuries and complete the Accident Report form.
   • Up-to-date certifications in CPR/AED/BBP/First-Aid.
   • Ensure a safe environment for all clients.
   • Must have a superior knowledge of all Campus Recreation facilities, EAP policies and procedures.
   • Report all program and equipment needs to Assistant Director of Fitness Programs

REPORTING LINE: The Fitness Intern reports directly to the Assistant Director of Fitness Programs. The Assistant Director of Fitness Programs reports to the Associate Director.

REQUIRED QUALIFICATIONS:
• Ability to be highly organized and have good planning skills.
• Excellent oral and written communication skills.
• Capability to work with diverse populations and those with special needs or limitations.
• Familiarity with all Campus Recreation policies and procedures.

PREFERRED QUALIFICATIONS:
• Declared major in Kinesiology, Community Health, Recreation, or related studies.
• Hold or intend to obtain NASM, ACSM, NSCA, ACE, AFAA or other nationally recognized certifications approved by the Assistant Director of Fitness Programs
• Previous experience in customer service

TIME COMMITMENT – Fitness Intern will work a variety of different hours depending on time of the year and number of sessions scheduled. The Assistant Director of Fitness Programs will set the expected scheduled hours before each semester begins.

EVALUATIONS – Performed by the Assistant Director of Fitness Programs and when necessary, the Assistant Director of HR Student Development.

COMPENSATION: $8.25/hr