

TEXAS STATE[®]

CAMPUS RECREATION

Job Description – Wellness Center Internship Round Rock

JOB SUMMARY

Assist with the operations of the Wellness Center and Informal Recreation programs. The Wellness Center Intern reports to the Associate Director of Campus Recreation.

The following is a list of the responsibilities for the Wellness Center that the fieldwork student/intern will assist in:

SPECIFIC DUTIES & RESPONSIBILITIES

- Actively promote the Wellness Center and Campus Recreation programs
- Coordinate special events
- Schedule (and reschedule) leagues and tournaments
- Assist with field setup for Intramural program
- Marketing of Campus Recreation programs
- Maintain correspondence with student participation
- Assist in the facility supervision of the Student Wellness Center through scheduled hours of operation
- Report maintenance problems through proper channels
- Evaluate, implement and maintain Risk Management plan
- Assist with facility policy and procedure development and revisions
- Maintain correspondence with the student participants.
- Assist in maintenance of website and other online promotions
- Perform other reasonably related duties assigned to you by the Associate Director

INTERNSHIP COMPETENCIES GAINED

- Multiple team projects that involve research, analysis, problem solving, presentations, as well as receiving and implementing constructive feedback
- Five aspects of program design including: safety, budgeting, personnel, scheduling and assessments
- Individual mentoring from Campus Recreation recreational professionals

ADMINISTRATIVE

- Maintain Facility Operations equipment inventory
- Assist with income projection and budget development.

PROFESSIONAL DEVELOPMENT

- Be a member of Campus Recreation Department
- Become certified in CPR/First Aid/ AED

PAY SCALE & HOURS

Unpaid Internship: 350+ - hour Internship Program

- Available to work evenings and weekends
- Work less than 39 hours per week (not to exceed 40 hours in anyone-week period)
- Hold office hours, participate in project meetings, and complete other duties as assigned