



**Job Description – Fitness & Wellness Internship
Round Rock**

JOB SUMMARY

Assist in the management of the Fitness & Wellness Program, specifically with the group fitness program. The intern will assist in the daily operations of Fitness & Wellness program. The Fitness & Wellness Intern reports to the Associate Director of Campus Recreation.

QUALIFICATIONS

- Demonstrated excellence in customer service
- Experience as a group fitness instructor
- Demonstrated knowledge in practical anatomy and kinesiology
- Current CPR/AED & First Aid certification
- Must complete online Safety Training
- Must be an energetic, team player with excellent interpersonal, management, organization, and leadership skills

PREFERRED QUALIFICATIONS

- Current Group Fitness certification through a nationally recognized organization (AFAA, ACE, ACSM ACE, NASM, ACSM, etc.)
- Minimum of 1 year group fitness teaching
- Experience teaching a variety of classes: cardio, strength, step, kickboxing, cycling, and dance-based classes

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

SPECIFIC DUTIES & RESPONSIBILITIES

- Teach safe and effective fitness classes and be available to substitute teach when needed
- Assist with special event programming, implementation and evaluation of programs
- Maintain cleaning schedule for fitness equipment
- Assist with the marketing of Campus Recreation programs
- Assist in the facility supervision of the Student Wellness Center through scheduled hours of operation
- Monitor group exercise pass sales, guest pass usage, and registration
- Coordinate participant evaluations/surveys for group exercise classes
- Supervise scheduling/subbing conflicts among the Group Fitness Instructors
- Maintain inventory for useable items (batteries, cleaning solutions, music, promo items, etc.)
- Perform other reasonably related duties assigned to you by the Associate Director

INTERNSHIP COMPETENCIES

- 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

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