



Job Description – Fitness & Wellness Intern

JOB SUMMARY:

The Fitness & Wellness Intern plays an important role in the development and management of the Fitness & Wellness Program, specifically group fitness and personal training. They will assist in the daily operations of Fitness & Wellness and aid in the marketing/promotion of the program. The Fitness & Wellness Intern reports to the Coordinator of Fitness & Wellness and Assistant Director-Fitness & Wellness.

QUALIFICATIONS:

- Strong leadership skills and work ethic
- Must be an outgoing team player with excellent interpersonal, management, and organizational skills
- Proficiency in Microsoft Office

PREFERRED QUALIFICATIONS:

- Current Group Fitness and/or Personal Trainer certification through a nationally recognized organization
 - (AFAA, ACE, ACSM ACE, NASM, ACSM, etc.)
- CPR and/or AED certified
- Experience teaching group fitness classes and/or personal training

SPECIFIC DUTIES & RESPONSIBILITIES:

- Assist with special event programming, implementation, and evaluation of programs
- Maintain cleaning schedule and equipment upkeep for all multipurpose spaces
 - Replenish spray bottles, replace cleaning towels, provide sweat towels, put equipment away
- Be able to navigate Fusion Data Software
- Monitor group fitness pass sales and registration vis Fusion
- Monitor class attendance throughout term via Fusion
- Coordinate participant evaluations/surveys for group fitness classes
- Assist with scheduling communications/conflicts among the Group Fitness Instructors
- Maintain inventory for useable items (batteries, cleaning solutions, music, promo items, etc.)
- Assist in leading In-Services/Trainings
- Monitor personal training sales and registration
- Assist with communication regarding personal training sessions / new client assignments
- Evaluate, implement and maintain Risk Management plan
- Keep accurate documentation of duties performed in reference to callas requirements (if applicable)

TERMS OF EMPLOYMENT

- UNPAID position
- Available to work weekdays and evenings
- 30-40 hours per week (per internship hour requirement)
- Hold office hours, participate in team meetings, and complete other duties as assigned