

Fitness & Wellness Intern

JOB DESCRIPTION

POSITION SUMMARY

The Fitness & Wellness intern will assist in completing administrative tasks supporting the day-to-day operation of the Fitwell team. The intern will assist with planning and facilitating team meetings as well as with tabling during events.

RESPONSIBILITIES

- Assist with administrative tasks
- Track group fitness participation
- Track personal training sessions
- Help plan and facilitate team meetings
- Update and maintain certification databases
- Assist with tabling events
- Assist in planning, creating, organizing, executing, and evaluating FitWell programming special events such as Blazer Lift-Off and Yoga on the Green.
- Aid in FitWell equipment maintenance and inventory
- Attend weekly meetings with the Coordinator of Fitness and Graduate Assistant of Fitness
- Help in creation and administration of instructional program evaluations/surveys
- Assist with the distribution of program marketing materials
- Develop a wellness/well-being educational program
- Evening/weekend work responsibility as required

ACQUIRED SKILLS

As a result of working as a Fitness & Wellness Intern, the student intern will have the opportunity to acquire and to improve communication, time management, conflict resolution, adaptability, and customer service skills. The intern will gain knowledge of working in administration within a programming setting.

STUDENT LEARNING OUTCOMES

- As a result of working for University Recreation, student intern will develop a sense of community by building relationships through effective communication and teamwork to foster resiliency.
- As a result of working for University Recreation, student intern will be able to demonstrate decision making and problem-solving skills acquired through trainings, experiences, and evaluations.
- As a result of working for University Recreation, student employees will be able to demonstrate professionalism by holding themselves and their coworkers accountable.
- As a result of working for University Recreation, student employees will be given opportunities for professional development to prepare them for future career.

JOB REQUIREMENTS

REQUIRED QUALIFICATIONS

- Degree seeking student at UAB.
- Complete all other required training upon hiring
 - Safety Skills
 - Disability Support Services Certification
 - Emergency Evacuation Training Certification

PREFERRED CERTIFICATIONS

- Current CPR/AED/First Aid for the Professional Rescuer (CPRO) Certification

REQUIRED SKILLS

Leadership and supervisory abilities. Ability to work independently. Knowledge of standard practices in recreational sports and fitness. Ability to effectively manage conflict and give constructive criticism to co-workers. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

- Basic computer competency
- Ability to handle customer service issues as it relates to Sports activity.
- Ability to communicate effectively with participants and professional staff.
- Ability to multitask and manage time effectively and efficiently.
- Ability to withstand extended periods of time standing, jumping, swiftly moving, and other general physical movements inside and outside.
- May require hearing and talking.
- Ability to withstand extended periods of activity and communicating.
- Ability to lift 30 lbs. on a regular basis

**Certain disability accommodations may be accepted.