PROJECTED DUTIES FOR FITNESS/WELLNESS INTERN
DEPARTMENT OF RECREATIONAL SPORTS, VITERBO UNIVERSITY

Under the direct supervision of the Director of Recreational Sports, the fitness/wellness intern will be responsible for assisting with day to day facility operations as well as program development. The position would support the director and provide practical experience in a fitness environment. The individual will gain and apply leadership experience throughout the internship. Through the internship, he individual will become more adept at: Leadership, Management, Assessment, Marketing, Presentations, Teaching, Meeting management, etc. The goal is to place one on course to be a well-rounded professional in the field of their choice.

Facility Management
- Assist in the development, implementation and enforcement all facility policies and procedures.
- Assist with equipment inventory, routine maintenance/upkeep and help promote a safe and fair environment for a diverse population.
- Provide for comprehensive facility supervision in conjunction with Director’s and Assistant Director’s schedules.
- Be locally available for on-call coverage as scheduled by the department.
- Supervise facility and student recreation staff in the absence of full-time staff.

Programs
- Assist in the development and administration of a comprehensive fitness & wellness program including: incentive programs, fitness testing, personal training, group fitness classes, and wellness education.
- Oversee daily operations of the fitness programs including registrations, fitness services fees, and attendance records.
- Assist in the marketing and promotions of all fitness and wellness activities.

Personnel
- Recruit, hire, train, supervise, schedule, and evaluate all fitness staff (group fitness instructors and personal trainers) as well as practical experience students.
- Assist with hiring, training, and supervising facility staff.
- Ensure that all group fitness instructors and personal trainers have proper certification.
- Manage and submit payroll for all fitness personnel (instructors and personal trainers).

Administration
- Develop and implement policies and procedures that ensure safe instruction.
- Keep abreast with industry trends and assess new as well as current programming.
- Provide Director with budget needs and oversee inventory control of fitness program equipment.

Carry out other responsibilities as assigned by the Director of Recreational Sports.

Appointment: This is a paid internship position. The appointment will be 10 months in length, beginning on or before August 1, 2014 and extend through the May 31, 2014. Hours will vary based on the needs of the department and will include nights and weekends.

Qualification: Bachelor’s degree in related field from accredited institution or near completion of degree, current CPR/AED and First Aid certification or willingness to obtain certification, positive attitude and strong work ethic.

Preferred Qualifications: Certification in group fitness or personal training from ACE, AFAA, ACSM, NSCA. etc. Previous experience as a personal trainer, group fitness instructor, and/or fitness assessment experience. Work experience in a university recreation setting. Experience planning and managing fitness programs.

Application Process: Interested individuals must submit a cover letter, resume and list of references to:
Marci Kuhrt
Department of Recreational Sports
Viterbo University
900 Viterbo Drive
La Crosse, WI 54601
Or via email at reesports@viterbo.edu
This position will remain open until filled.

For additional information concerning this position, feel free to contact the Department of Recreational Sports at recsports@viterbo.edu or 608-796-3120.