ORGANIZATIONAL RELATIONSHIPS

Receives supervision and direction from the Fitness/Wellness Program Coordinator, works with the Fitness/Wellness Specialist and works cooperatively with all Resident Services staff as well as a variety of other allied health staff within Charter House and Mayo Clinic. Develops and maintains effective working relationships with a variety of personnel at varied levels of authority and in varied departments throughout the institution.

POSITION OVERVIEW

To gain understanding and experience on developing, implementing and evaluating programs and services to meet the fitness/wellness needs of residents including conducting classes, assessments, one-on-one training sessions, program planning and implementation, and participating in other Fitness/Wellness Program events and activities.

JOB SPECIFIC COMPETENCIES

- Perform fitness assessments for fitness/wellness program participants and personal training clients
- Assist with the Microfit data recording program
- Lead group exercise classes and administer equipment trainings
- Assist with the process of charging and billing Fee-for-Service Personal Training clientele
- Create and organize program evaluations and feedback
- Design individual exercise programs and direct one-on-one training sessions
- Help plan and implement one major fitness/wellness program
- Assist fitness/wellness staff with general office duties
- Maintain necessary documentation to meet the requirements of the program
- Research fitness and health-related information for bulletin boards, displays, FitNews articles and personal knowledge growth
- Seek counsel and advice from the Fitness/Wellness Program Coordinator and Specialist, Resident Services and other Charter House staff as needed to complete assignments and projects
- Gain an understanding of age-appropriate exercise selection, modifications and progressions

QUALIFICATIONS

- Candidates should be actively enrolled in pursuit of an Exercise Science or Health/Wellness Promotion undergraduate degree
- Strong written and verbal communication and interpersonal skills
- Ability to work well independently and in a group setting
- Must be comfortable working with older adults

REQUIREMENTS

- Current AED/CPR or Basic Life Support (BLS) certification
- Full-time student in good academic standing
- Successfully comply with and pass Criminal Background Check
SUPERVISION/COMPENSATION

- Maintain regularly scheduled hours and keep supervisor informed of any unplanned absences.
- Keep site supervisor aware of any pertinent communication from the college advisor.
- This is an unpaid internship that must be a minimum of 12 weeks, but may be increased to meet school requirements. The intern will typically work 30-40 hours per week Monday through Friday – 8 hours between 7:00 a.m.-5:00 p.m.

CONTACT INFORMATION

Please submit your cover letter and resume to:

Charter House – Department of Resident Services
Attn: Ashley Van Boxtel, Fitness/Wellness Program Coordinator
211 Second Street NW
Rochester, Minnesota 55901

Email: vanboxtel.ashley@mayo.edu

Application deadline: November 1, 2013