

Job Title: Campus Recreation Internship-Wellness Student Lead

Work Schedule: Monday - Thursday 3p-10p with occasional weekends

Hours per week: 8-12

Individuals must be able to commit at least 10 hours per week.

Supervisor: Assistant Director of Fitness and Wellness;

General Statement of Duties

The Wellness Student Lead will be the lead student responsible coordinating fitness programs, scheduling wellness staff.

Typical Responsibilities

- Schedule weight room staff and group fitness instructors utilizing the When to Work Management staff.
- Execute Fitness Area Checklist (daily walkthroughs).
- Perform data entry for monthly fitness reports.
- Assist with special events for Campus Recreation and Wellness.
- Provide oversight to Fitness Attendant Coaches.
- Assist with staff training and development to include personal trainers, fitness trainers and group fitness instructors.
- Assist with fitness related assessment projects.
- Uphold the integrity and reputation of Campus Recreation & Wellness and East Carolina University by providing exemplary customer service and leadership to students, staff, and patrons.
- Review the employee manual to be able to effectively remedy situations while mentally referencing policies, operations, and situations that adhere to everyday functions within Campus Recreation & Wellness.
- Other duties as assigned.

Experience and Abilities

- Must have served as a wellness employee for at least 1 year.
- Must demonstrate a high level of understanding of fitness and wellness principles
- Must have demonstrated teaching style and skills in previous semesters of work
- Must be a currently enrolled student

Training

- Complete Student Administrators training upon hiring
- Attend monthly Student Leader Training Monthly

Pay Scale

Pay range – \$9.00-\$11.00

Learning Outcomes:

1. Demonstrate mastery of various approaches and techniques to coach and develop fitness and wellness staff. (Job specific skills)
2. Demonstrate mastery of problem-solving skills to effectively manage difficult situations. (Critical thinking/problem solving skills)
3. Show capacity to organize, prioritize, and delegate work, while also demonstrating the ability to clearly articulate thoughts in both written and oral form. (Communication skills and teamwork/social competency skills)