

**Fitness/Wellness Internship Description**  
**Oakland University Department of Campus Recreation**

**The Department of Campus Recreation**

Campus Recreation is a department within the Division of Student Affairs and Enrollment Management. The Department operates out of the Recreation and Athletic Center and provides programs and services in the areas of fitness and wellness, intramural sports and sport clubs, aquatics, open recreation, and facility rentals to an average of 887 users per day, including students, faculty/staff, alumni, and other Oakland University affiliates. Campus Recreation employs approximately 150 students annually.

**Position Summary**

The purpose of the Fitness/Wellness Intern position is to assist with the operation and implementation of health, wellness, and fitness programs, events, and services provided by the Department of Campus Recreation. Interns will promote the mission of the Department in action and spirit.

**Qualifications**

- Pursuing a degree in Exercise Science, Wellness Health Promotion, or related health field
- Experience and interest in the fitness/wellness field
- Exceptional written and verbal communication skills, including ability to deliver presentations
- Must possess good organizational skills and be efficient in multitasking
- Ability to work independently and in a group setting
- Ability to work in a dynamic, changing, and diverse environment

**Requirements**

- Current health insurance coverage as required by the academic department
- Current CPR certification, First Aid, and BBP/MRTK training
- Full or part-time student in good academic standing
- Recent medical examination as required by the academic department
- Hepatitis B Vaccination (or declination)
- Adherence to the appropriate internship handbook as outlined by the sponsoring academic institution
- Submission of a final portfolio to Assistant Director-Programs and academic Practicum/Internship Supervisor

**Essential Duties/Job Responsibilities**

- Provide mentorship and fitness/wellness coaching for students and non-student patrons of the Recreation Center and across campus as needed
- Assist in compiling participation data and the completion of necessary reports
- Perform fitness evaluations for fitness program participants and personal training clients
- Summarize and interpret fitness test data and prescribe cardiovascular and strength exercise programs for healthy individuals
- Job shadow a Campus Recreation Personal Trainer and train a minimum of one client
- Successfully complete the Fitness Center staff training program
- Work in the Fitness Center as needed

- Develop and/or implement at least one special program/event each semester for students and/or non-student Campus Recreation members related to exercise, wellness, and sport
- Job shadow a Campus Recreation Group Exercise Instructor
- Demonstrate ability to teach a minimum of one group exercise class format through team teaching, subbing, or placement on the group exercise teaching schedule
- Prepare and deliver a minimum of one health/wellness educational program each semester to students and/or non-student Campus Recreation members
- Contribute to the marketing of all fitness and wellness programs and services through website promotions, newsletter articles, table events, social media, etc.
- Assist in the coordination of campus-wide special events programming related to health and wellness and co-sponsored by Campus Recreation
- Instruct special fitness programs as needed
- Implement departmental emergency procedures as necessary
- Assist fitness/wellness staff with general day-to-day duties of the office
- Participate in each group exercise class format a minimum of two times per format, conduct class and instructor evaluations
- Observe a minimum of two health and wellness educational sessions provided by Campus Recreation and contribute to the programs as necessary
- Attend all regularly scheduled office hours and meetings
- Other responsibilities as agreed upon by the Practicum Supervisor, Assistant Director-Programs, and student

### **Supervision/Compensation**

- Direct report is to the Assistant Director, Programs for the Department of Campus Recreation
- Additional responsibility to the Fitness Coordinator and Graduate Assistant for Fitness and Wellness
- This is an unpaid internship. To reach the required number of hours for the experience, interns typically work 8-15 hours/week
- This is a two-semester internship opportunity

### **Application Process**

Interested and qualified individuals should send an application (available at [www.oakland.edu/campusrec](http://www.oakland.edu/campusrec)), cover letter, resume including a minimum of three references (may be work or academic) to:

Department of Campus Recreation  
 Attn: Becky Lewis, Assistant Director, Programs  
 155 RAC  
 Oakland University  
 Rochester, MI 48309

Emailed application materials must be in word format. Interviews will be conducted of qualified applicants prior to offering the internship position.

**Deadline:** For fall- May 15, for winter- November 15. Applications will be reviewed as received.

Questions should be directed to Becky Lewis, Assistant Director-Programs (248) 370-4910 or [lewis236@oakland.edu](mailto:lewis236@oakland.edu)

Revised March, 2011