JOB SUMMARY
Assist with the operations of the Wellness Center and Informal Recreation programs. The Wellness Center Intern reports to the Associate Director of Campus Recreation.

The following is a list of the responsibilities for the Wellness Center that the fieldwork student/intern will assist in:

SPECIFIC DUTIES & RESPONSIBILITIES
- Actively promote the Wellness Center and Campus Recreation programs
- Coordinate special events
- Schedule (and reschedule) leagues and tournaments
- Assist with field setup for Intramural program
- Marketing of Campus Recreation programs
- Maintain correspondence with student participation
- Assist in the facility supervision of the Student Wellness Center through scheduled hours of operation
- Report maintenance problems through proper channels
- Evaluate, implement and maintain Risk Management plan
- Assist with facility policy and procedure development and revisions
- Maintain correspondence with the student participants.
- Assist in maintenance of website and other online promotions
- Perform other reasonably related duties assigned to you by the Associate Director

INTERNSHIP COMPETENCIES GAINED
- Multiple team projects that involve research, analysis, problem solving, presentations, as well as receiving and implementing constructive feedback
- Five aspects of program design including: safety, budgeting, personnel, scheduling and assessments
- Individual mentoring from Campus Recreation recreational professionals

ADMINISTRATIVE
- Maintain Facility Operations equipment inventory
- Assist with income projection and budget development.

PROFESSIONAL DEVELOPMENT
- Be a member of Campus Recreation Department
- Become certified in CPR/First Aid/ AED

PAY SCALE & HOURS
Unpaid Internship: 350+ - hour Internship Program
- Available to work evenings and weekends
- Work less than 39 hours per week (not to exceed 40 hours in anyone-week period)
- Hold office hours, participate in project meetings, and complete other duties as assigned