

# The University of Tampa Office of Campus Recreation

## **Spartan Slimdown Program Internship**

401 W. Kennedy Blvd, Box 18F. Tampa, FL 33606  
813/257-3151, [www.ut.edu/mcniff/slimdown](http://www.ut.edu/mcniff/slimdown)

### **COMPANY INFORMATION**

**Company Name** UT Office of Campus Recreation **Contact Name** Katie White

**Address** 401 W Kennedy Blvd., Box 18F **City** Tampa **State** FL **Zip** 33606

**Phone** (813) 257-3151 **Email** [kwhite@ut.edu](mailto:kwhite@ut.edu) **Company website** <http://www.ut.edu/mcniff/slimdown>

### **INTERNSHIP INFORMATION**

**Internship Title** Fitness Intern (Spartan Slimdown)

**Internship/Site Supervisor Name and Title** Katie White, Assistant Director of Campus Recreation and Wellness; Rob Haughey, Head Personal Trainer of Spartan Slimdown and Adjunct Professor

**Internship Location** McNiff Fitness Center

**Internship Description** A Fitness Intern is needed to lead the 9-week weight loss program (Spartan Slimdown) out of the McNiff Fitness Center under the supervision of the Assistant Director of Campus Recreation and the Head Trainer.

- **Learning Opportunities/Objectives**

1. To have a student employed in an educational and practical programming experience in Campus Recreation.
2. To challenge the student to apply concepts of fitness, wellness and nutrition to aid others in their weight loss goals.
3. To allow creativity and freedom to try new things and learn from his/her experiences.
4. To explore Campus Recreation and fitness/wellness programming in a university setting as a career choice.
5. To understand the complexity of creating and operating a fitness/wellness program in any setting.
6. To explore other avenues of fitness/wellness programming and research what other institutions, corporations, hospitals and clubs are implementing.

- **Duties, Qualifications, and Projects**

**DUTIES:**

1. Along with the Assistant Director and Student Coordinator, create the 12-week plan and schedule for participants with a timeline of events and task deadlines.
2. Engage participants in regular workouts, nutrition education, goal setting, and teamwork.
3. Update learning outcomes and objectives of the program and methods of assessment.
4. Market the following semester's program with fliers, global emails, marketing screens, tabling, etc.
5. Encourage students to apply to become a participant and/or an intern/trainer.
6. Coordinate the interview and selection process, the pre-fitness assessments and orientation.
7. Organize and update participant health records and personal records.
8. Schedule staff (group fitness instructors, personal trainers, yourself) to instruct the workouts.
9. Hire a Registered Dietician to host nutrition education programs and other guest speakers/instructors.
10. Set program parameters and requirements of participants such as attendance, fees, and dietary logs.
11. Oversee the operation of the program as a whole.
12. Keep in constant communication with all participants with encouragement, motivation and updates.
13. Perform periodical progress reports on areas of fitness to participants.
14. Collaborate with other departments and offices on campus (Dining Services, Wellness Committee, Health and Counseling Center, Nursing Department) to ensure a successful and complete program.
15. Plan the finale event and closing ceremony/graduation.
16. Create a final written report (After Activity Report) for future interns with program description, reflective thoughts and suggestions for improvement.

**QUALIFICATIONS:**

1. Certified Personal Trainer or Group Fitness Instructor through ACE, AFAA, ACSM, NASM or NSCA
2. Sophomore or higher, in undergraduate level majoring in Exercise Science, Allied Health or Public Health.
3. A minimum cumulative Grade Point Average of 3.00.
4. Student seeking internship for academic credit preferred.

**SPECIFIC SKILLS:**

- 1. Strong organizational skills.
- 2. Interpersonal and communication skills.
- 3. Leadership abilities and self sufficiency.

**REQUIREMENTS:**

- 1. Cover letter and resume with three professional references
- 2. Hours may be required outside the typical 8:30-5:00 office hours such as early mornings
- 3. Intern may also attend various committee meetings and other meetings as it relates to the job.
- 4. Attire is from workout attire to business casual depending on the day's duties.
- 5. Ability to work on average, 8-10 hours per week.

**Job Status** (select all that apply):  Summer only  Fall only  Spring only  Entire academic year  
 Part-time  Full-time

**Compensation:**  Paid. If so, amount: \$60 per week  Unpaid\* with other opportunities available for pay.

**Student Status** (select all that apply):  Freshman  Sophomore  Junior  Senior  Graduate Student

**Majors:**  All or, if specific majors required, list them: Human Performance or Allied Health

**Is there a GPA requirement?** Yes **If yes, select minimum:** 3.00

**Work authorization required** (select all that apply):  US Citizen  Perm US Resident  
 H-1 Visa  F-1 Visa  Other  Not Applicable

**Do you require a cover letter with the resume?** Yes

**Deadline to Apply:** January 24, 2014

**How do you wish to receive resumes?** (Please select only one):

- Email listed above  an alternate email/email address: rhaughey@ut.edu  U.S. mail  FAX number:
- Website application/website address: www.ut.edu/mcniff

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