



## **Recreation and Fitness**

### **Graduate Intern Position Description**

Campus Recreation and Fitness offers opportunities for student engagement and leadership through club sports, intramural sports, recreational programs, and fitness programs. Our club sport teams are student run organizations that range from competitive to performance based. The intramural program provides an opportunity for students to engage in friendly competition against their peers on campus in a variety of sports. Recreational and fitness programs are hosted at both indoor and outdoor facilities, providing opportunities for students to maintain physical fitness, socialize and relieve stress throughout the year.

Campus Recreation and Fitness has three Graduate Internship positions. The primary responsibilities for Graduate Interns in Campus Recreation and Fitness include the administration of club sports, intramurals, fitness and recreational programming. These responsibilities include, but are not limited to, assisting with all aspects of the management of Campus Recreation and Fitness programs, as well as development and implementation of other University events. Graduate Interns work with recreational programming software, assist in training student staff and provide on-site supervision at club sport, intramural and fitness events. Additionally, Graduate Interns in this department will work with Administrators across campus to enhance recreational programming on Southern's campus. Flexible hours; early morning, night and weekend work is expected. This position is a 10-month position.

Graduate Interns for Recreation and Fitness will have a significant staff leadership role for Club Sports, Intramural Sports, Fitness and Open Recreation. A successful Graduate Intern candidate must have an interest in working one-on-one with students, participating in department and University functions, and be willing to assume responsibilities throughout the entire area.

Graduate Interns will be assigned to one primary program area (Club Sport, Intramural, Fitness) and have other shared departmental responsibilities. The program area responsibilities include the following:

#### **Club Sport Program Development**

- Assists in the development and upkeep of the club sports manual, website and other publications.
- Develops plans to promote and increase involvement in the club sport program.
- Manages the club sport clearance process via recreational software, SportsWare.

#### **Administrative Responsibilities for Club Sports**

- Coordinates on-campus scheduling of club sport practices, games and tournaments.



- Train club sport e-board and coaches in department policies and responsibilities.
- Ensure that club sports teams are following proper procedures for scheduling of events, fundraisers, competitions and games.
- Manages and tracks club sport rosters and eligibility.
- Advise and oversee Club Sport Advisory Council.
- Assists with assessment of club sport training, activities and events.
- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facility reservations and risk management.
- Oversee University van booking and scheduling for club/organization events.

### **Intramural Program Development**

- Assists in the development and upkeep of the intramural manual, website and other publications.
- Develops plans to promote and increase involvement in intramural activities and open recreation.
- Manages the Intramural and Open Recreation software.

### **Administrative Responsibilities for Intramurals and Open Recreation**

- Coordinates scheduling of intramural games and activities using IMLeagues Intramural Software.
- Coordinates student worker schedules for intramural activities and open recreation.
- Assists with the hiring, supervision and training of student workers.
- Provide on-site supervision at intramural events and activities.
- Manages and tracks student participation rates for the intramural and open recreation program.
- Assists with assessment of intramural and open recreation program; staff training, student feedback, etc.
- Assists in intramural and open recreation budget allocations.
- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facility reservations and risk management.

### **Fitness Program Development**

- Assists in the development and upkeep of the fitness policies, website and other publications.
- Develops plans to promote and increase involvement in the fitness center and other fitness programs.



### **Administrative Responsibilities for Fitness**

- Teaches fitness classes or provides fitness instruction/training services (certification will be provided if not currently certified)
- Develops instructional programs and well-being initiatives
- Supervises fitness center and other recreational/exercise spaces
- Utilizes relevant applications and programs for membership, programs, payroll, etc.
- Coordinates scheduling of fitness center staff.
- Creates group exercise schedules, tracks attendance, and creates reports.
- Assists with the hiring, supervision and training of student workers, instructors, and trainers.
- Coordinates marketing and promotions for fitness center membership sales.
- Assists in membership marketing, sales and billing procedures.
- Assist in oversight of preventative maintenance to ensure safety of equipment.
- Assists with assessment of fitness staff training and activities.
- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facility reservations and risk management.

### **Departmental Responsibilities**

- Provide on-site supervision at club sport, intramural, and fitness events and activities.
- Assists with the hiring and supervision of department student workers.
- Collaborate with student organizations to implement recreational/fitness events.
- Assist in social/recreational programming for the New Student Orientation program.
- Promotion and marketing for department events and programs.
- Create off-campus recreational opportunities for the student population.
- Assist with oversight of Blue Crew and Otus the Owl.
- Collaborate with the Residence Hall Association to implement Owl Cup Competition.

### **Other Duties Assigned**

- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.