

# Prospective Internship Site Profile

## Department of Health Education & Behavior

Location: \_\_\_\_\_ Date: \_\_\_\_\_  
City State

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
Street / PO Box City State / Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

What semesters is your agency available to accept interns?

Fall (August – December)

Spring (January – April)

Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

Is office space available to interns? Yes No \_\_\_\_\_  
Comments

Is a computer available to interns? Yes No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships? Non-paid Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

"

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

List the required skills or previous experience necessary for interning with your agency.

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

List any important information about your agency.

"

Would you like to be added to the Department's list of approved sites for future interns?                      Yes                      No

**FOR OFFICE USE ONLY:**                      CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_

**University of Florida and Department of Recreational Sports**

The Department of Recreational Sports strives to provide an extensive array of leisure and recreational opportunities. Approximately 87% of UF students participate in RecSports programs and services which include two recreation centers, two strength and conditioning facilities, an assessment center, a training center, an indoor track, nine multi-purpose field areas, an outdoor recreation complex, two lakeside parks and the UF Outdoor Team Challenge Courses. Program areas include Aquatics, Athletic Training, Competitive Sports, Facility Operations, Fitness, Lake Wauburg, Marketing, Risk Management and Staff Development and Training.

**Requirements:**

The Department of Recreational Sports offers 3 fitness internship opportunities each semester. Interns must be University of Florida students enrolled in a full course load during the semester they are interning. Each internship offers a different focus area:

1. **Personal Training/Fitness Assessment Center:** Must be a current [RecSports Personal Trainer/Wellness Appraiser](#). Click [here](#) on how to become a certified personal trainer.
2. **Group Fitness/Small Group Training:** Must be a current [RecSports Group Fitness Instructor](#). Click [here](#) on how to become a certified group fitness instructor.
3. **Strength & Conditioning:** Must be a current [RecSports Fitness Associate](#) or Supervisor. Click [here](#) on how to become a Fitness Associate. Click [here](#) to see the dates when the Fitness Associate position will be open.

**Qualifications:**

- Preferred: Majoring in a health related field i.e. Exercise Science, Exercise Physiology, Kinesiology, Recreation, Sports Management or a related field is preferred
- Proficiency with Microsoft Office
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service and effective interpersonal communication skills
- Prior supervisory/management experience specifically in scheduling, staffing and training staff is highly preferred
- High level of enthusiasm and optimism

**RecSports Team Members Responsibilities:**

- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities
- Enforce RecSports policies and procedures to promote participant safety and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and post-incident procedures

**Area Specific Job Responsibilities:**

1. **Personal Training/Fitness Assessment Center/Massage Therapy:**
  - a. Conduct weekly area/inventory inspections of the Fitness Assessment Center, Personal Training Studio, and Massage Therapy Rooms.
  - b. Assist Personal Training and Fitness Assessment Center Program Assistant with coordinating semester staff evaluations.
  - c. Collaborate with Area Coordinator, Personal Training GA, PT PA, and FAC PA to establish and execute semesterly marketing plan.
  - d. Post weekly social media content for the PT, FAC, & MT Programs.
  - e. Assist Graduate Assistant with CHANGES Program referral intake.
  - f. Other duties as assigned.

2. **Group Fitness/Small Group Training:**
  - a. Assist Area Coordinator and Program Assistant with Group Fitness scheduling
  - b. Manage group fitness activity room maintenance and inventory
  - c. Assist Area Coordinator and Program with semester-specific Group Fitness and Small Group Training projects
  - d. Opportunity for additional involvement including but not limited to Instructor feedback surveys, Group Fitness Instructor Training Course, and monthly meeting planning dependent on semester
  - e. Gather and analyze data regarding Group Fitness participation numbers
  - f. Other duties as assigned
  
3. **Strength & Conditioning:**
  - a. Conduct weekly inventory evaluation for the Southwest and Student Recreation & Fitness Centers
  - b. Propose necessary purchases of new accessories to the Fitness Coordinator
  - c. Assist with the Equipment Replacement Plan database, research and quote acquisition
  - d. Plan and facilitate social gatherings for the S&C staff
  - e. Contribute to ongoing projects, monthly meetings, special events, hiring, etc
  - f. Other duties as assigned

### Compensation:

Each internship experience is unique to the interns' strengths, passions, and aspirations. Compensation is provided for work in the primary program areas under the respective positions. However, other opportunities may present themselves or be sought out that will provide the intern with rich experiences & skillsets without monetary compensation (i.e. shadowing, participating in a training course, etc.)

### Application Process:

Please submit a cover letter, resume, and internship of choice by e-mailing your application to:

1. **Personal Training/Fitness Assessment Center:**
  - a. [Cory Bennett](#)- Coordinator, Fitness Programs  
-AND-
  - b. [Leah Shelley](#)- Assistant Director, Fitness Programs
2. **Group Fitness/Small Group Training:**
  - a. [Jackie Sherman](#)- Coordinator, Fitness Programs  
-AND-
  - b. [Leah Shelley](#)- Assistant Director, Fitness Programs
3. **Strength & Conditioning:**
  - a. [Yuri Panzhin](#)- Coordinator, Fitness Programs  
-AND-
  - b. [Leah Shelley](#)- Assistant Director, Fitness Programs

### Application Timeline:

Spring Internship: Application due on the last Friday in October

Summer Internship: Application due on the last Friday in March

Fall Internship: Application due on the last Friday in June