

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Upland CA Date: 09/21/2015
City State

Agency: I AM FITWELL LLC

Contact: Marcus Jimenez

Address: PO Box 104 Claremont CA / 91711
Street / PO Box City State / Zip

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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):

Monday - Friday 7:00am to 4:00pm

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.)

Fitwell T-Shirt for Uniform

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

Competency using Microsoft office, previous experience in the Health & Fitness field recommended, and a basic knowledge of fitness programming.

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.

Immunization record and TB Test is highly recommended. Must be able to lift at least 50 lbs on a daily basis.

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

- ***Design and produce health education materials, media, and presentations***
- ***Plan and implement health programs***
- ***Plan and implement health promotion events***
- ***Evaluate health programs***
- ***Employee in-service trainings***
- ***Public health education advocacy and public service announcements***
- ***Health promotion presentations***
- ***Health risk appraisals***
- ***Fitness testing & body composition analysis***
- ***Individual/group health coaching***
- ***Health and medical research***
- ***Literature reviews and writing a weekly Blog***
- ***Assist with grant writing***
- ***Data input and analysis***
- ***Maintain the appearance of the fitness center***
- ***Attend a monthly meeting with corporate wellness staff to discuss opportunities and progress***
- ***Develop creative strategies to market the offerings of the organization***

List any important information about your agency.

I AM FITWELL LLC is a dynamic fitness and wellness company which includes various aspects of the fitness industry, therefore the typical week has a variety of functions which change up the daily routine. An energetic and creative individual is the greatest candidate for the internship position.

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: _____