

**Fitness Program Assistant
Wellness and Recreation
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

Wellness and Recreation is seeking enthusiastic students to lead the fitness program by assisting in the development of the group fitness, personal training and/or strength and conditioning programs and student teams.

Responsibilities

- Assist in teaching ACE Group Fitness Instructor Training and/or Personal Trainer Certification Courses
- Plan and execute new programs and special events
- Organize and administer the group fitness mentoring program and/or the training program for personal trainers
- Provide continuing education to the fitness team through new and innovative exercise trends
- Document participation numbers for group fitness classes, outreach programs, personal training and strength and conditioning areas
- Track exercise equipment inventory at the beginning and end of each semester
- Clean and maintain exercise equipment monthly
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Teach a minimum of one group fitness class and/or train one personal training client each semester
- Design and facilitate required trainings
- Develop professional relationships with co-workers, participants and guests
- Hire, train, evaluate and supervise area team
- Create staff schedules
- Utilize software and databases including RecTrac, EMS, WhenToWork and MicroFit Fitness Assessment Software
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills

- Demonstrated ability to lead and supervise a team
- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles
- Encouraged to participate in student professional development opportunities

Qualifications & Certifications

- Current full-time NC State student
- Minimum 2.5 GPA
- First Aid and Adult CPR/AED certifications should be current
- Current employment as a Group Fitness Instructor and/or Personal Trainer
- Current Group Fitness Instructor and/or Personal Trainer Certification

AA/EOE

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require credit or motor vehicle checks.

NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information

- Wellness and Recreation Website, wellrec.ncsu.edu

Reports to the Coordinator, Group Fitness and/or the Coordinator, Strength and Conditioning