

# FITNESS & WELLNESS GRADUATE ASSISTANT

Department: Athletics

Reports To: The Fitness and Wellness Intern reports to the Director of Wellness & Recreation.

Position Summary: Performs a variety of general administrative and first-line supervisory duties as needed to plan, organize, teach programs, and supervise the operational functions of the Helwig Recreation Center.

Essential Responsibilities:

1. Assist with supervising the daily operation of the 68,000 square foot Helwig Recreation facility.
2. Assist director with coordinating and managing Group Fitness Classes.
3. Teach at least 2-3 classes a week on the Group Fitness schedule.
4. Help director to develop and implement personal training program.
5. Personal train and oversee training programs for new trainers.
6. Assist director with the management of the climbing wall staff and development/implementation of climbing wall programs.
7. Develop and conduct wellness workshops for campus population.
8. Assist in the hiring, training, evaluation, and on-the-job training of desk attendants, floor staff, and climbing wall attendants.
9. Develop and coordinate weight room and fitness center orientations including instruction on strength and cardio equipment.
10. Ensure equipment is in good working condition and report issues to the Director of Wellness and Recreation.
11. Assist in the general maintenance and cleaning of the facility and its equipment.
12. Gather verbal and written feedback from students, faculty, and staff to evaluate the recreation center and respond to inquiries and complaints of center participants.
13. Develop incentive programs to increase attendance in programming.
14. Effectively market and promote programs across campus to students, staff, and faculty.

15. Other duties as assigned by Director of Wellness and Recreation, Associate of Athletic Directors and Assistant Vice President for Athletics and Sport Management.

Essential Qualifications:

- Bachelor's degree in Recreation, Health and Physical Education, Exercise Science, Athletic Training, or related field is required.
- Applicant must obtain acceptance in North Park University graduate program and have a personal commitment to North Park's mission of Christian higher education.
- Certification through a nationally recognized organization (NSCA, ACSM, NASM, NIRSA, AFAA, or ACE). Applicants that are in the process of obtaining a certification from a nationally recognized organization will be considered.
- Experience teaching group fitness classes.
- Certification in first aid/CPR/AED is required by start date.
- Excellent interpersonal and oral skills.
- Able to work independently and in teams.
- Ability to handle details accurately.
- Strong customer service orientation.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
- Must be able to work untraditional work schedule including nights and weekends.

Effective Date: Aug. 2021

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*

To Apply:

If you meet the above qualifications and wish to be considered a candidate for this position, please send a letter of interest, resume, and names and telephone numbers of three professional references to: North Park University, Ericka Adams Wellness and Recreation Director, 3225 W. Foster Avenue, Chicago, IL 60625, E-mail [ejadams@northpark.edu](mailto:ejadams@northpark.edu). Review of applications will begin immediately and will continue until the position is filled.