



Fitness & Recreation Intern

Volunteer Position Description

LOCATIONS: Aloha Swim Center, Beaverton Swim Center, Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Elsie Stuhr Center, Garden Home Recreation Center, Harman Swim Center, Tualatin Hills Aquatic Center, & Sunset Swim Center, and various THPRD outdoor parks.

REPORTS TO: Fitness Specialist

AGE REQUIREMENTS: Must be 18 years or older

TIME COMMITMENT: 4 – 40 hours a week for a minimum of three months; must complete a minimum of 120 hours of service total or as indicated by degree program (Interns typically choose a schedule of 15 hours a week for 8 weeks)

POSITION SUMMARY: This position provides support for fitness classes, personal training sessions, and overall fitness program management.

BENEFITS:

- Opportunities to build your resume in the field of fitness and recreation, while impacting the lives of the local community through positive service, fun activities, and educational opportunities.
- Opportunities to learn about the park district, future paid position opportunities, programming, and events.
- Opportunities to work with seasoned staff, who have years of experience managing recreation and athletic programs.
- Obtain experience interacting with program participants and parents of all interest levels, backgrounds and ethnicities, ages, and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED certification.

SUMMARY OF DUTIES (includes, but not limited to, the following):

- Provide support and instruction to fitness classes, sports camps, clinics, and at fitness-oriented events.
- Provide orientations on district fitness areas, equipment, and programs.
- Assist with the setup, maintenance, and cleanup of fitness areas and equipment
- Produce fitness-related articles and social media posts for publication and assist with other office tasks.
- Perform fitness evaluations for fitness program participants and personal training clients.
- Job shadow a THPRD Personal Trainer and Group Fitness Instructor
- Participate in various group exercise class formats; conduct class/instructor evaluations.
- Learn and shadow general front desk operations and customer engagement techniques.
- Participate in community-held events and tabling at those events.

- Develop and/or implement at least one special fitness-related event/program as culminating intern project.
- Keep staff informed of unusual situations, safety concerns, injuries, and other issues that may arise.
- Promote positive use of district parks and prevent damaging behavior, when appropriate.
- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other duties as agreed upon by Fitness Specialist, internship supervisor (if applicable) and student.

QUALIFICATIONS:

- Enrollment in an undergraduate degree program: Exercise Science, Kinesiology, Physical Education, Fitness and Wellness, or other applicable majors preferred.
- Knowledge of or a willingness to learn fitness programming and community engagement techniques.
- Must be reliable, dependable, confident when speaking to strangers, and able to adapt to changes in schedules and situations.
- Must be able work independently and follow instructions.
- Must possess good communication skills and be a team player.

EXPECTATIONS:

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each intern is expected to perform tasks that are within their physical capability.
- Each intern should understand that they are a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each intern is expected to be timely and available to attend scheduled shifts. If an intern is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each intern will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the internship commitment.

BACKGROUND CHECK: A background check is required for this position if the applicant is 18 years or older.

I.D. BADGE: A photo I.D. badge will be provided for this position.

WORKING CONDITIONS: Duties may be performed in indoor and/or outdoor settings. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, fluorescent lights, heat, humidity, sunlight, wind, cold, wet, slippery surfaces, and a variety of settings, including ballfields, playgrounds, swim centers, trails, and natural areas. Position requires long periods of standing, sitting, and walking; may also require repetitive foot, arm, shoulder, hand and back movements, crouching, bending, kneeling, or reaching.

APPLICATION INFORMATION: If you are interested in applying for this position, submit a completed volunteer application at <https://www.volqistics.com/appform/326358092>.