Fitness Program Assistant

**Summary of Position:** Under the supervision of the Coordinator of Fitness, the programming assistants for group exercise, personal training, and fitness assistant staffs play an integral role in the administrative of programs, meetings and trainings, new hiring processes, and special events.

**Qualifications:** Looking for staff who are ready to take on a leadership and supervisory role. Must be able to communicate effectively and efficiently. Must be able to work independently and take initiative.

**Expected Hours:** 4-6 hours per week

**Rate of Pay:** $11.00/hr

**Supervisor:** Margaret Rodgers – Coordinator of Fitness

**Duties and Responsibilities:**
- Support the Coordinator of Fitness with the management and development of fitness programming
- Assist in the hiring of new instructors and trainers during the demo and orientation process for new fitness instructors
- Assist in the hiring and orientation process for new staff members
- Assist in scheduling meetings, workshops, programming, and trainings
- Assist in planning of special events or programs run by the program or University
- Implement participant evaluations, audits, and reports done for fitness staff
- Assist in the collection and analysis of participant and staff data
- Weekly emails to all fitness staff, sharing news, promoting events or events about the industry or program

**Certifications and Trainings:**
- Must maintain CPR/First Aid Certification
- Must attend staff meetings/trainings
- Fitness certification preferred but not required

**Typical Hiring Timeline:** Applications for the Fitness Program Assistant open in November. Visit Campus Recreation Employment page or Campus Recreation page on Handshake to find out more.

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**About Campus Recreation:** Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.

**UNH Human Resources:** The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.