

FITWELL - Facility Intern

The Fitwell facility intern will support the transition of John Wooden Center services to alternative spaces and contribute to the mitigation effort for the loss of the Wooden Center during its upcoming seismic renovation. The John Wooden Center is UCLA's primary Recreation facility and is situated at the heart of campus, but it will be undergoing a two year closure for seismic alterations. The internship will include the opportunity to work with nine other interns while gaining experience in a Recreation and university setting and establishing relationships with full-time, professional staff. The facility intern will assist in space and equipment management, layout design, purchasing, and collaboration with campus partners for all UCLA Recreation fitness facilities. The facility intern will also work to optimize the student onboarding process. This process will include streamlining in person training as well as planning and creating training videos. Ideal candidates would have an interest in fitness and fitness facilities as well as space and staff management.

Job Qualifications Required

- Be at least 18 years of age
- Have First Aid/CPR/AED certifications (by first day of employment)
- Submit to a criminal background check
- Experience in basic video editing and publishing
- Experience working in recreation department and/or related field
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

Preferred

- 2+ years' experience in fitness facility operations
- Certified Personal Trainer Certification or equivalent
- Strong video editing and publishing experience
- Experience with equipment maintenance programs
- Experience with Google Workspace, Microsoft Suite, and Adobe Premiere
- Strong time management and organizational skills
- Experience working with student staff
- Strong work ethic and attention to detail

Job Expectations

- Plan and execute onboarding training videos for student staff
- Assess and update in person training protocols for student staff
- Assist in coordinating relocation of existing fitness equipment to alternative structures
- Aid in procurement of additional equipment for alternative Recreation spaces
- Assist in planning layout and space design for additional Recreation spaces



- Assist in student staff management, onboarding, and day to day support
- Work with facility and program Managers to assist with equipment management.

Pay Rate

- Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).

Apply and Contact

To apply, please complete the application found at www.recreation.ucla.edu/summerinternships
Please direct any questions about this position to Daniel Jauregui at djauregui@recreation.ucla.edu

