

## FITWELL - Facility Intern

The FITWELL Facility Intern will propose an initiative to optimize UCLA's Recreation's satellite fitness facilities management by creating an assistant manager role. This intern will also support the daily operations of BFIT, KREC, and Drake Stadium with a focus on space and equipment management. This position will contribute to fitness equipment layout design, and collaborate with campus partners for programming and initiative development. Additionally, the intern will assist in the student onboarding process. The ideal candidate will have an interest in fitness, facility management, and staff coordination, with a strong focus on improving operational efficiency.

### 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 with Connect 2, Fusion, Google Workspace, Microsoft Suite, and Adobe or similar
- Experience working with and/or supervising student staff
- Ability to establish and maintain cooperative working relationships with staff members and campus personnel
- Experience working in recreation department and/or related field
- 2+ years' experience in fitness facility operations
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

### *Preferred*

- Adaptable and self-motivated
- Possess effective interpersonal skills and a strong desire to learn
- Experience with equipment maintenance programs
- Excellent time management and organizational skills
- Research experience
- Strong work ethic and attention to detail

### Job Expectations

- Propose and lead initiative for Assistant Manager role to optimize facility management including research, design, and present an initiative to establish an "Assistant Manager" position for the satellite facilities
- Assess facility operational needs, determine the scope of responsibilities for assistant pro-staff, and propose strategies to enhance management support across multiple locations
- Assist in student staff management, onboarding, and day to day support
- Work with facility and program Managers to assist with equipment management.
- Collaborate with campus partners to assist with planning campus events and programs



## 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](http://www.recreation.ucla.edu/summerinternships)  
Please direct any questions about this position to Morgan Monroe at [mmonroe@recreation.ucla.edu](mailto:mmonroe@recreation.ucla.edu).

