Graduate Assistant: Fitness, Wellness, and Facilities

General Job Description

Lerner Health and Wellness Center Graduate Assistants will have the opportunity to gain practical experience in all aspects of recreation facility management. All Graduate Assistants will work a minimum of 20 hours per week with the responsibility of managing the 189,000-sq. ft. Lerner Center and promoting health, wellness and recreation to the GW students, staff, and faculty. This is a 10-month appointment with the opportunity for summer employment.

Qualifications & Preferred Work Experience

The Campus Recreation Fitness, Wellness, and Facilities Graduate Assistant should be highly organized, detail oriented, creative, and a self-motivated team player who is willing to take a lead role in Group Fitness and Wellness at the Lerner Health and Wellness Center under the direction of the Assistant Director for Fitness & Wellness. Candidates who possess a strong background and interest in fitness, wellness are encouraged to apply.

Responsibilities

Fitness, Wellness, and Facilities Manager:

- Assist with the organization, maintenance, and ordering of equipment for Group Fitness & Small Group Training spaces
- Assist with hiring, training, and evaluation of Group Fitness & Small Group Training instructors
- Assist with planning and teaching of the LSPA Group Fitness Instructor Training course hosted through Campus Recreation
- Coordinate and lead special events such as GW Yoga Week, Mind & Body Week, and Les Mills Launches or when hosting certifications or trainings
- Create Group Fitness & Small Group Training schedules and send updated SGT rosters to instructors before each new session
- Help with travel and planning for the annual Southeast Collegiate Expo and submit to present a session
- Implement new social media techniques and ways to unite all fitness staff and plan team building events
- Serve as a group fitness instructor with at least one regular class on the schedule, sub in emergency situations, and maintain current status on all certifications
• Work closely with the marketing team to promote any events, changes, or programs in print and online
• Take the lead role in all aspects of LHWC operations as the Manager on Duty
• While acting as the Manager on Duty, assist the Operations Manager as the point of contact for all facility safety and security issues. This includes inspecting and monitoring the facility, as well as enforcing all established policies & procedures
• Establish yourself as the point of contact for all facility safety and security issues. This includes inspection and monitoring of the facility as well as enforcing all established policies & procedures
• Be aware of all facility reservations, programs, practices and all the corresponding equipment requests and set-ups that are scheduled
• Take an active role in training and evaluating student employees under your supervision
• Supervise student employees and take an active part in training and evaluating student employees under your supervision
• Work closely with the Operations Manager on facility maintenance problems which includes leaks, damaged equipment or any unsafe conditions
• Assist in the implementation of the emergency action plan for weather, structural and medical emergencies
• Communicate regularly with professional staff as well as program participants

Requirements
• Graduate Assistants are required to work 20 hours per week and will be paid approximately $10,000 plus tuition waiver
• This is a 10-month appointment
• Graduate Assistants will be required to attend regularly scheduled staff meetings, and perform other related duties as assigned
• Graduate Assistants have an opportunity to earn additional money through Personal Training, teaching Group Fitness classes, officiating Intramural Sports, working Athletic Department events, or additional Campus Recreation programming

GW Campus Recreation reserves the right to modify this description if necessary

| Please include your undergraduate GPA and relevant admissions test score(s) on your resume |
| Applicants must be accepted into a graduate program at The George Washington University. |
| View admission requirements by program |

To apply for this position, please email a cover letter, resume, and list of references to:

HWCJobpost@gwu.edu

For Additional Information, contact:

Susie McCarthy
Fitness & Wellness
Lerner Health and Wellness Center
Applications should be submitted by March 10, 2018.