



POSITION TITLE: Program Department Intern
POSITION REPORTS TO: Program Manager
START DATE: Rolling

Are YOU Fit 4 Life NYC?

Are you passionate about Physical Education, Health, Sports and/or Fitness? Do you have an interest in working with youth and adults in underserved communities? Want to be involved in a fast-paced youth development organization? At Fit 4 Life NYC, our Program Department Intern will be responsible for assisting the Program Manager in the day-to-day operations of youth and adult fitness and sports programming throughout New York City, while gaining valuable experience in the fitness-education industry.

Fit 4 Life NYC is looking for two smart, ambitious interns to join us. We are committed to supporting schools, non-profit and community health organizations in under-served communities in creating healthy and active environments. We accomplish this by offering an array of programs including Physical Education classes, school day and after school sports, enrichment and fitness classes for youth, teachers, educators and professionals.

We are looking for people who are passionate about living an active lifestyle and can embrace our *PLAY WITH A PURPOSE* motto. As a member of Fit 4 Life NYC, we want you to be inspired in your professional life and supported in your personal life. We want you to build your skills and grow with our family. We want you to give back to your community and to yourself.

You will have the opportunity to stand out and make a distinct impact. Our small team contributes to an environment where your work will be noticed.

Internship Description for Fit 4 Life NYC Program Department Intern ***Role and Responsibilities in Program Department***

1. Special Event Assistance (Team Player)
 - a. Assist Program Team in planning process and day-of support, i.e. Field Days, Teacher Fit Day
 - b. Give creative input in brainstorming sessions for age (elementary, middle-school, high-school and/or adults) and space-appropriate games, sports and activities
 - c. Work with Program Manager on ensuring staff readiness, i.e. conference calls, lesson plans, equipment retrieval from storage unit
 - d. Assist Fit 4 Life NYC in management of staff during each event including but not limited to placement in the space, time-keeping, water distribution and equipment management
 - e. Assist team in clean-up of space
2. Technical Support and Assistance (Learning How To Coach and Teach)
 - a. Assist Program Manager in training sessions, i.e. set-up and breakdown
 - b. Learn Play With A Purpose model and how we adapt it to each of our active learning and sports settings
 - c. Learn how to teach games and activities in limited space with limited to no resources
 - d. Shadow Program Team during on-site visits and support/program planning meetings with instructors
 - e. Perform work related tasks as directed by the Program Manager
 - f. Research relevant issues in underserved neighborhoods and current fitness and sports trends
3. Create and maintain high team morale (Why We Do What We Do)
 - a. Maintain courteous and professional relationship with all instructors and administrative staff
 - b. Research and provide Program Manager with helpful fitness and health related resources to be given to our team of instructors

- c. Assist in the research of youth development and the role fitness and health needs of the underserved communities we serve
- d. Assist Program Team in creating a community and generating enthusiasm for teaching, physical education and fitness

Qualifications

- Student-athlete is a plus
- Willingness to assist staff in creating a fun, fit, and healthy work environment and culture
- Strong interest in Physical Education, sports and fitness
- Strong interest in working with youth
- Strong teamwork skills but able to work independently
- Excellent communication, customer service, and interpersonal skills
- Ability and willingness to travel to with Program Manager and Fit 4 Life NYC Team to partner sites throughout NYC
- Effective oral and written communication skills
- Earning an associate or Bachelor Degree in Physical Education or Exercise Science preferred
- Organized and detail oriented; ability to juggle multiple projects with superb accuracy
- Knowledge of Microsoft Office (Word, Excel and PowerPoint) and Google Docs.
- Lesson planning experience is a plus
- Able to show and take initiative
- Ability to lift and move light sporting goods equipment (i.e. balls, cones, etc.)

Additional Information

- Grading if applicable
- Minimum of 15-20 hours per week
- Minimum of 3-month commitment
- \$200 stipend given at end of internship
- Will receive regular supervision and feedback from Program Manager during the course of the internship
- Available to work some weekends to assist with Fit 4 Life NYC trainings and at community events

Benefits

- A rare opportunity to do good for the NYC community while undertaking a fast paced and dynamic growth opportunity
- We encourage you to take risks and develop creative, outside-the-box solutions to impact the value of the services we offer our clients
- Opportunity to receive support from a team of leaders
- Workout/exercise attire is appropriate in the office when not seeing clients or attending business-related functions
- Free Fit 4 Life NYC Adult Fitness classes when available