

**University of Southern Indiana**  
**Recreation, Fitness, and Wellness Department**

**TITLE: Fitness Consultant**

**Job Description:**

Conduct fitness consultations and orientations, develop appropriate and sound exercise programs for participants, communicate to participants how to exercise properly, encourage participants during their workouts, demonstrate exercise technique and equipment use properly, maintain knowledge of changes in the field, maintain towels and clean equipment.

**Specific Duties:**

1. Conduct fitness consultations and orientations. Follow these procedures:
2. Demonstrate proper exercise techniques and equipment use.
3. Follow all guidelines and recommendations outlined in the USI RFW Fitness Consultant Handbook.
4. Maintain knowledge of changes in the field.
5. Collect towels from the towel bins in the locker rooms, courts, track, and welcome desk at least every hour and put them in the washer. Make sure there are towels in the fitness areas and locker rooms.
6. Perform hourly rounds.
7. Clean equipment. Using old towels, clean the equipment assigned to your shift. The fitness consultant that opens the building each morning should change the cleaning towels located in the wall mounted racks.
8. Report any equipment problems to the student facility manager or a professional staff member. Complete a Maintenance Report form, which is located in the Maintenance Binder on the wall in front of the Coordinators' offices. Place an "Out of Order" sign on the equipment.
9. Promote participation in our activities through positive attitude and behavior and assist in promoting good public relations by being courteous, friendly, and informative.
10. Monitor activities in fitness and playing areas.
11. Attend all monthly staff meetings and check your mailbox and e-mail on a regular basis.
12. Complete other duties as assigned.

**Time Commitment and Pay:**

Hours range from 5:45 am – 11:00 pm. Working some evenings, weekends, holidays, and breaks are required. Schedules are flexible to meet class schedules. Starting pay: \$7.25.

**Requirements:**

To be considered for this position students must have knowledge and/or experience designing exercise programs. Courses in Exercise Science and/or Physical Education are preferred. 2.5 semester and cumulative GPA.

**Who Should Apply:**

This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. Students from all majors are encouraged to apply.

**Additional Information:**

Stephanie Walden-Schwake  
Recreation, Fitness and Wellness Assistant Director  
RFC  
812-461-5269  
schwake@usi.edu

