



13/16 Week Internship Outline

Week 1

- Complete floor instructor and receptionist initial training, and begin work on shifts a minimum of 20 hours/week between both departments.
- Complete hiring training which will include screening applications; scheduling interviews; hire tracking; calling and meeting with applicants
- Arrange weekly interview time for 1st round interviews

Week 2-13/16

- Continue work on floor and receptionist shifts for 20 hrs per week.
- Continue work in hiring department.
- Remainder of work week can be spent in any of the following entities:

Recruiting – Attending job fairs; How to find qualified sales applicants

Sales – Fitness selling process; Shadow of Membership Counselors

Marketing – In club Promotions (Eagle Program)

Finance & Budgets – Managing budgeting of sales and operations; Trending;
Setting Budgets

Personal Training – Taking body fat compositions; Visual Fitness Planner
Consults; VITABOT (online meal programming) consults, shadowing personal
trainers

ReQuest – Shadow physical therapist and assist in designing rehabilitation programs/schedules.

Business Networking – Establishing relationships with local businesses that
can be mutually beneficial (Gainesville Running and Walking)

Managing Member Service – Read, manage, and call member suggestions and
eagles

Member Retention – Calls to members 7 & 30 days into membership to
manage beginning experience and progress

Hiring for Sales – Screen for interviews; What to look for?

Sales Management – Data analysis; Coaching; Using and managing the #'s

Operations Management – Management of overall daily activities (front line
staff shadowing and work, facilities operations, etc.)