

# CAMPUS REC

## Nourish Wellness Fair Intern Description

10 hours/week • February – May 2018 • 1-2 positions available

The Wellness Fair Intern is responsible for vendor outreach and communication, promotion and marketing, and day-of logistics for PSU's Nourish Wellness Fair. The Nourish Wellness Fair provides PSU students, faculty, and staff with information and resources on wellness-related opportunities on the PSU campus and in the surrounding community. The event includes food, music, raffle prizes, a wide variety of free services, and interactive activities for attendees. Historically the Wellness Fair has attracted 600-800 attendees and 60+ vendors. In 2018, the Wellness Fair will be held in the new Viking Pavilion Regional Event Center for the first time. The Wellness Fair Intern will be supervised by Campus Rec's Health Promotion Graduate Student Coordinator and will gain valuable experience in health promotion programming and management within a health and fitness setting.

### DUTIES AND RESPONSIBILITIES

- Act as primary coordinator and contact person for dozens of community and on-campus vendors participating in the Nourish Wellness Fair.
- Work with Health Promotion Graduate Student Coordinator to adapt existing planning practices and structures to the new Wellness Fair venue
- Brainstorm and research additional vendors on campus and in the greater Portland metro to add to our vendor list. Initiate communication and follow up with them as needed.
- Respond to vendor questions/concerns related to the Wellness Fair.
- Work with vendors to encourage an interactive environment at the Wellness Fair. This may include brainstorming ideas for activities, services, games, giveaways, etc. for each vendor to offer.
- Coordinate Wellness Fair raffle prizes. This includes actively searching for donations and organizing the raffle prize process and distribution.
- Contribute ideas to overall event design including floor plan, vendor expectations, timeline, free services, etc.
- Actively promote the Wellness Fair to the PSU campus. This may include tabling, in-class announcements, in-person distribution of flyers, etc.
- Help manage day-of logistics for Wellness Fair with Campus Rec and Viking Pavilion staff. This may include: posting directional signage to the Pavilion; coordinating delivery of balloons, sound equipment, tablecloths, and other supplies; answering calls from vendors; collecting and setting up raffle prizes; assisting with vendor set up; distribution and collection of assessments; announcing raffle prize winners; etc.
- Assist with the development, distribution, and analysis of Wellness Fair assessment tools.
- Attend weekly 1-on-1 meetings with the Health Promotion Graduate Student Coordinator
- Attend monthly team meetings with the Health Promotion Graduate Student Coordinator, Fitness & Health Promotion Coordinator, and other relevant Campus Rec staff
- Uphold Campus Rec's mission and values and represent the department in a professional manner.
- Handle other tasks related to the Wellness Fair as they arise.

### TYPICAL WORKING HOURS

Variable; with approval of the Internship Supervisor, office hours can be set based on intern availability and preference. A minimum of 5 scheduled office hours *at Campus Rec* per week is required.

### WORKING CONDITIONS

- Work will occur primarily indoors in an office setting
- Work may include moderate physical activity for event set-up
- Work may include some local travel to meet and follow-up with vendors in person
- Work may include public speaking in the form of making announcements to participants and vendors during the Wellness Fair

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## MINIMUM QUALIFICATIONS

- Commitment to Campus Rec's mission statement
- Strong written communication and organizational skills
- Self-motivation, ability to take initiative, and strong interpersonal skills
- **Must successfully complete a background check**
- **Availability from 10am-3pm on Wednesday May 9, 2018 to work the Fair**

## PREFERRED QUALIFICATIONS

- Student in the School of Community Health
  - Completion of PHE 471 "Health Promotion Program Planning and Evaluation"
- Desire to work in a Health, Wellness, or Fitness field upon graduation
- Attendance at a previous Nourish Wellness Fair
- Understanding of the wellness wheel
- Experience seeking donations and/or coordinating volunteers for events

## TO APPLY

Submit [Campus Rec Student Intern Application](#), cover letter, resume, and typed responses (1-2 pages total) to the supplemental questions listed below to Erin Bransford, Coordinator of Fitness and Health Promotion, at [orndorf@pdx.edu](mailto:orndorf@pdx.edu) and Kali Paine, Health Promotion Graduate Student Coordinator, at [kpaine@pdx.edu](mailto:kpaine@pdx.edu) **by Sunday, February 4th at 11:59pm.**

### Supplemental Questions:

1. What duty or responsibility from this internship description sounds most exciting to you? Least exciting?
2. What are your career goals and how will this internship help you achieve them?
3. What aspect of the wellness wheel do you feel most knowledgeable in?
  - a. **List 5 potential vendors** from the campus or community that could represent this aspect of wellness at the Nourish Wellness Fair.
  - b. **Give examples of 2 specific services, activities, samples, or products** each of these vendors could offer to provide an interactive experience for Wellness Fair attendees.



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If you need accommodations in filling out this application, please contact the Administrative Suite Front Desk at (503) 725-5127 or [campusrec@pdx.edu](mailto:campusrec@pdx.edu).