



## **True AP Internship - Job Description**

### **Summary**

The purpose of this position is to provide an educational, hands-on experience to students pursuing careers in the health and fitness industry focusing primarily on speed, strength and conditioning.

### **Accountabilities**

- \* Assist in design, implementation, promotion, evaluation and participation of athletic programming and related special events to ensure the needs of the athletes are met.
- \* Provides a high level of personalized attention to members during training through personal service, motivation, conversation and exercise program review.
- \* Provides a professional environment during exercise assessments and prescriptions.
- \* Assists with the cleanliness and maintenance of speed/ strength training equipment.
- \* Adheres to department and club policies and procedures.

### **Required Skills and Characteristics**

- \* Organized and creative.
- \* Energetic, enthusiastic and motivational.
- \* Excellent physical condition, professional manner, discretion and appearance.
- \* Excellent verbal, written communication and promotional skills.
- \* Basic knowledge of human anatomy, physiology and kinesiology.
- \* Basic knowledge of standard fitness screening procedures.
- \* Working knowledge of machine, free weights and cardiovascular equipment.
- \* Current CPR and First Aid certifications.
- \* Current Personal training certification (preferably).

## **Training Plan**

### **Educational**

- \* Become proficient with all club equipment, fitness assessment and exercise prescription operation, emergency procedures and club policies.
- \* Introduction to all staff policies and procedures.
- \* Club orientation (*Basics*).
- \* Skill development and enhancement.
- \* Observation of daily routine of full-time staff.
- \* Assisting True AP staff as needed.

### **Application of Skills**

- \* Conducting fitness assessments and exercise prescriptions, independently.
- \* Assisting with development and implementation of True AP programs
- \* Creating and planning internship project.
- \* Midterm evaluation with internship supervisor.
- \* Assist in the development of schedule.
- \* Know all club policies and procedure

### **Project Development**

- \* Determine major project with Internship Coordinator.
- \* Prepare all educational materials.
- \* Implement Program

### **Cross Training**

- \* Experience all True AP areas:
  - Marketing
  - Sales
  - Accounting/ Billings
  - Program Design

# 12 WEEK CALENDER

## WEEK 1

Monday	*	Introduction to the staff, office, facility, True AP training areas
	*	Confirm proper paperwork has been completed
	*	Go over trainer payment record sheets and staff file folders
	*	Go over training files box (registration, HHQ, attendance, testing)
	*	Watch evening training sessions (keep notes of progressions for drills)
Tuesday	*	Go over training progression notes with director
	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Keep notes of weekly things marketing director will be having you do
	*	Watch evening training sessions (memorize training progressions)
Wednesday	*	Practice progressions with other interns without director supervision
	*	Take True AP exam
	*	Go over True AP exam with director
	*	Watch evening training sessions (keep notes of progressions for drills)
Thursday	*	Go over training progression notes with the director
	*	Practice progressions with other interns without director supervision
	*	Meet with director about intern project
	*	Complete any office tasks that need done
	*	Watch evening training sessions (memorize training progressions)
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
Saturday	*	Watch morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

## WEEK 2

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Watch evening training sessions (keep notes of progressions of drills)
Tuesday	*	Go over training progression notes with director
	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director about weekly projects or places to
	*	Attend for that week. (keep notes)
	*	Watch evening training sessions (memorize training progressions)
Wednesday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Watch evening training sessions (keep notes of progressions for drills)
Thursday	*	Go over training progression notes with director
	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Watch evening training sessions (memorize training progressions)
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
	*	Done for the day (unless tournaments or travel training)
Saturday	*	Watch morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 3

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Watch evening training sessions (keep notes of progression for drills)
Tuesday	*	Go over training progressions with director
	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Watch evening training sessions (memorize training progressions)
	*	Start to take more control of the groups (running stations)
Wednesday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Watch evening sessions (keep notes of progressions for drills)
Thursday	*	Go over training progression notes with director
	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Watch evening training sessions (memorize training progressions)
	*	Start to take more control of the groups (running stations)
Friday	*	Staff training session
	*	Hand in weekly summary
	•	Complete any office tasks that need done
	•	Done for the day (unless tournaments or travel training)
	•	Meet with assistant director about internship evaluation
Saturday	*	Watch morning training sessions
	*	Become more involved (running your own stations)
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 4

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Watch evening training sessions (keep notes of progression for drills)
Tuesday	*	Go over training progressions with director
	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Watch evening training sessions (memorize training progressions)
	*	Start to take more control of the groups (running stations)
Wednesday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Watch evening sessions (keep notes of progressions for drills)
Thursday	*	Go over training progression notes with director
	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Watch evening training sessions (memorize training progressions)
	*	Start to take more control of the groups (running stations)
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
	•	Done for the day (unless tournaments or travel training)
Saturday	*	Watch morning training sessions
	*	Become more involved (running your own stations)
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 5

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Evaluation of ability to teach True AP drills
	*	Run evening training sessions
Tuesday	*	Go over training performance with director
	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Run evening training sessions
Wednesday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening sessions
Thursday	*	Go over training performance with director
	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening training sessions
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
	•	Done for the day (unless tournaments or travel training)
Saturday	*	Run morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 6

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Run evening training sessions
Tuesday	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Run evening training sessions
Wednesday	*	Practice progressions with other interns without director supervision
	*	Run evening sessions
Thursday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening training sessions
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
	•	Done for the day (unless tournaments or travel training)
	•	Meet with director & assistant director about internship evaluation
Saturday	*	Run morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

**WEEK 7**

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Run evening training sessions
Tuesday	*	Go over training progressions with director
	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Run evening training sessions
Wednesday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening sessions
Thursday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening training sessions
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
	*	Done for the day (unless tournaments or travel training)
Saturday	*	Run morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

**WEEK 8**

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Run evening training sessions
Tuesday	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Run evening training sessions
Wednesday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening sessions
Thursday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening training sessions
Friday	*	Staff training session
	*	Hand in weekly summary
	*	Complete any office tasks that need done
	*	Done for the day (unless tournaments or travel training)
Saturday	*	Run morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 9

Monday	* * * *	True AP staff meeting at 9:00 a.m. Look over training programs for the week Work on project Run evening training sessions
Tuesday	* * * *	Practice progressions with other interns without director supervision Meet with sales and marketing director Start work on weekly projects from marketing director Run evening training sessions
Wednesday	* * *	Practice progressions with other interns without director supervision Work on project Run evening sessions
Thursday	* * *	Practice progressions with other interns without director supervision Work on project Run evening training sessions
Friday	* * * • •	Staff training session Hand in weekly summary Complete any office tasks that need done Done for the day (unless tournaments or travel training) Meet with assistant director about internship evaluation
Saturday	* *	Run morning training sessions Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 10

Monday	* * * *	True AP staff meeting at 9:00 a.m. Look over training programs for the week Work on project Run evening training sessions
Tuesday	* * * *	Practice progressions with other interns without director supervision Meet with sales and marketing director Start work on weekly projects from marketing director Run evening training sessions
Wednesday	* * *	Practice progressions with other interns without director supervision Work on project Run evening sessions
Thursday	* * *	Practice progressions with other interns without director supervision Work on project Run evening training sessions
Friday	* * * *	Staff training session Hand in weekly summary Complete any office tasks that need done Done for the day (unless tournaments or travel training)
Saturday	* *	Run morning training sessions Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 11

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Run evening training sessions
Tuesday	*	Practice progressions with other interns without director supervision
	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Run evening training sessions
Wednesday	*	Practice progressions with other interns without director supervision
	*	Take True AP exam again
	*	Go over exam with director
	*	Work on project
	*	Run evening sessions
Thursday	*	Practice progressions with other interns without director supervision
	*	Work on project
	*	Run evening training sessions
Friday	*	Staff training session
	*	Hand in intern project
	*	Complete any office tasks that need done
	*	Done for the day (unless tournaments or travel training)
Saturday	*	Run morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)

### WEEK 12

Monday	*	True AP staff meeting at 9:00 a.m.
	*	Look over training programs for the week
	*	Work on project
	*	Run evening training sessions
Tuesday	*	Meet with sales and marketing director
	*	Start work on weekly projects from marketing director
	*	Run evening training sessions
Wednesday	*	Practice progressions with other interns without director supervision
	*	Run evening sessions
Thursday	*	Run evening training sessions
Friday	*	Staff training session
	*	Complete any office tasks that need done
	•	Done for the day (unless tournaments or travel training)
	•	Final evaluation with director & assistant director
Saturday	*	Run morning training sessions
	*	Done for the day (unless tournaments or travel training)
Sunday	*	OFF (unless tournaments or travel training)



## Drills

\* True AP is constantly developing as more is researched and learned about the growing segment of fitness and exercise. The company works with athletes from a variety of sports yet still manages to be sport specific. The program designs are all preset and were put together based on sport. The programs are all labeled in a progression which start basic and get more sport specific as the athletes get closer to their season.

\* The staff will be required to attend weekly staff training sessions in which all of the drills are broken down. Trainers will be expected to learn the drills not only through training the athletes and watching other trainers teach the athletes but also by performing it themselves on a consistent basis. The trainers need to be able to perform the drills correctly in order to teach the athletes. If the trainer can do the drill well then the athletes tend to gain more respect for them.

\* The first week or so you will be viewing the program and the different training style of the current staff. After that first week is over you will be expected to join in and run certain stations or drills. You will be working with your training director on performing and teaching proper form / technique on all drills.

\* By the end of your internship you will be able to perform all area's of an athlete entrance and exit of our program. This includes registration, testing and evaluation, training, attendance, billing, etc.

## **Program Descriptions and Layout**

### True Youth Athlete:

- For athletes that are between the ages of 7 – 11 years old.
- Includes basic speed, agility, quickness, core and joint stabilization, bodyweight strength work and conditioning.
- Session length is 75 minutes and runs 2 to 3 days per week depending on package purchase.

### True Athlete:

- For athletes that are between the ages of 12 – 15 years old.
- Includes intermediate speed, agility and quickness exercises.
- Some sport specific movements are included.
- Upper / Lower body functional strength training
- Session length is 90 minutes and runs 2 to 3 days per week depending on package purchase.

### True Elite Athlete:

- For athletes that are ages 16 + years old.
- Includes advanced speed, agility and quickness exercises.
- Sport specific movements
- Upper / Lower body functional strength training.
- Session length is 90 minutes and runs 2 to 3 days per week depending on package purchase.

### True Combine Training:

- Program put together to specifically focus on football combine testing.
- Athletes are taught correct form / technique on 40 yd sprint, vertical jump, pro – agility, 3 cone and medicine ball throw.

### True Adult Bootcamp:

- For adults looking for a change of pace to their normal training regimen.
- This is a toned down version of our True Athlete session.
- Adults are taken through drills focusing more on conditioning then on speed.
- Focus is to keep the heart rate high throughout the session.