



City of Ames Health Promotion Intern

SALARY	\$13.00 Hourly	LOCATION	515 Clark Avenue, Ames, IA, 50010, IA
JOB TYPE	Temporary	JOB NUMBER	26-HPI-01
DEPARTMENT	Human Resources	OPENING DATE	06/01/2026
CLOSING DATE	6/30/2026 12:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT/MERIT		RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is seeking applicants for our Health Promotion Intern position starting Fall 2026!

This position works with the Health Promotion Coordinator as a part of the Human Resources team. This assignment satisfies the requirements of the Iowa State University Kinesiology & Health Internship experience and works during the fall semester with the potential to extend upon mutual agreement.

Interested candidates must be willing to commit to working at least 5-19 hours per week. Schedule of work can be flexible to accommodate class schedules, finals week, and school breaks, and other school activities. Hours will typically fall between the hours of 8 am - 5 pm, but occasionally hours may include some early mornings or evenings to assist with health screenings, fitness testing, and other health promotion events.

Under the supervision of the Health Promotion Coordinator, this internship role is responsible for assigned projects that are designed to offer exposure and experience in a wide array of functional health promotion areas including: developing, promoting, implementing and evaluating programs and services as listed in the Health Promotion strategic plan; supporting Human Resources personnel with occasional projects; participating in personal and professional development opportunities, when available; and providing additional assistance in our team environment, as needed. This student intern will apply educational experience in the real work environment while working independently and with employees and other colleagues.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 6 months.

Examples of Essential Job Functions

- Provides general administrative and project support to the HR Department.
- Data entry and analysis.
- Creation of visual marketing and written communication materials for health promotion events.
- Health promotion program design and evaluation.
- Assist with planning, set up, implementation, and tear down of City of Ames wellness events. Examples may include health screenings, pop up educational events, wellness related classes, and others.

- Assist with body composition assessments.
- Assist with fitness testing for the Police and Fire departments.
- Attend and take notes for internal meetings.
- Participate in various research and/or special projects as assigned.
- Performs other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Please attach a copy of your college transcripts with your application (unofficial transcripts are acceptable).

Required: Current college student, at the time of hire, in a Bachelor's or Master's degree program in Health Promotion, Kinesiology, Health Education or a related field.

Preferred:

- Minimum GPA of 3.0/4.0 scale.
- Desire to pursue a professional career in the health promotion field.
- Previous experience working in a job, internship, or other activities related to the health/wellness/fitness field.
- Previous experience with Canva design software and Microsoft Office.

Knowledge, Skills, and Abilities: Knowledge of general field of health/fitness/wellness. Skill in both verbal and written communication. Skill in identifying relevant research sources. Skill in organization and attention to detail. Ability to maintain confidentiality of all information gained and utilized within job duties. Ability to learn to use Microsoft Office and Canva software. Ability to work collaboratively with the Human Resources team and the City of Ames employees. Ability to be dependable and accurate in work product.

Supplemental Information

Physical Characteristics of Work: The work involves sitting 80% of the time; standing (but not walking) 10% of the time; standing and walking 10% of the time; frequently lifting objects under 10 pounds, infrequently lifting objects from 10 to 25 pounds; and infrequently lifting objects from 25 to 50 pounds.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly of parts at distances to the eyes.

Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). Occasional outside work is required at special events.

Examples of Equipment Used on the Job: Computer and peripheral equipment; software common to business activities; general office equipment and tools such as phones, faxes, copiers, and others; health related electronic measurement equipment.

Selection Process:

The selection process consists of an evaluation of education and experience, phone interview, on-site interview and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Depending on the number of qualified candidates, the City may fore-go phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human

Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:
<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Health Promotion Intern Supplemental Questionnaire

***QUESTION 1**

Are you a current college student from a Bachelor's or Master's degree program in Health Promotion, Kinesiology, Health Education or a related field?

- ☐ Yes
☐ No

***QUESTION 2**

Do you have a minimum GPA of 3.0/4.0 scale?

- ☐ Yes
☐ No

***QUESTION 3**

What is your interest in the field of Health Promotion/Wellness? How do you see yourself contributing to the field of Health Promotion/Wellness?

***QUESTION 4**

If applicable, please describe any previous experience you have working in a job, internship, or other activities related to the health/wellness/fitness field.

***QUESTION 5**

Please describe any experience you have with Canva design software and Microsoft Office.

***QUESTION 6**

What experiences are you looking for in an internship and what do you hope to contribute?

***QUESTION 7**

What is your philosophy on health and well-being?

***QUESTION 8**

Would you potentially have interest continuing to work part time during the Fall 2026 semester?

- ☐ Yes
☐ No

***QUESTION 9**

Please attach a copy of your transcripts to this application (unofficial transcripts are acceptable).

- ☐ Yes, I have attached my transcripts.
☐ No, I have not attached my transcripts. I will email them to hr@cityofames.org instead.

* Required Question