

Campus Recreation General Staff

Hours: 5 - 15 hours/week

REPORTS TO: Intramural Coordinators; Campus Activities Office Staff (Director/Graduate Assistants)

MINIMUM QUALIFICATIONS:

Education: Must be currently enrolled

Certifications: None Required; CPR is a plus

Experience: prior customer service position is a plus

REQUIREMENTS:

- Must be able to attend fall training session in August.
- Great customer service skills
- Effective verbal and written communication skills
- Flexible work schedule
- Basic computer knowledge a plus.
- Excellent customer service skills
- Ability to lift at least 25 lbs
- Available for night and weekend shifts

RESPONSIBILITIES:

Facilities:

- Maintain reception area (ie. answering of phone, sign-in, etc)
- Assist with usage of lights, backboards, curtain, batting cages by students, coaches, etc.
- Check locker rooms for cleanliness
- Clean entrance windows
- Sweep gym floor; keep gym area clean; keep bulletin board organized
- Maintain clean work areas

Service:

Attend to patron's needs and answer questions
Escort guests, spectators, and visiting teams as needed
Assist with recreation equipment inventory reporting
Attend all staff meetings and training sessions
Data Entry for Intramural Sports and Event Rosters
Check-In and Check-Out of Intramural Equipment
Assist with Intramural Games and Activities as needed
Obtain proper identification from patrons for facility usage
Report broken or unusable equipment to Coordinator
Assist athletic staff in gym setup for practices as needed
Other duties as specified

SPECIAL REQUIREMENTS:

Uniform: One staff shirt per year provided by the department. Staff shirt must be worn at all times during shift.

Work Schedule: Flexible Hours.

Prerequisite: 15 Day Employment Probationary Period

Salary: Federal Work Study