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