

Campus Activities/Campus Recreation

General Staff

The Campus Activities Office employs a limited number of students through the Federal Work Study system. General staff members will be selected based on completion of the below requirements, and a brief interview if necessary. Employment as a Campus Activities/Campus Recreation Office general staff member allows for a varied growth experience that includes but is not limited to the following areas:

- The Lair
- Fitness Center
- Intramural Gym
- Campus Activities Board Event Staff

General staff members work behind the scenes to make our events and activities happen. It is a great way to get involved, gain leadership experience, and have a great time meeting new and fun people.

BASIC QUALIFICATIONS:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be in good standing with McKendree both academically and judicially.
- Must be able to work some weekend or evening shifts. Some holiday/semester break work may be required.
- Shall have a minimum of 5 hours of Federal Work Study allotted per week.
- Must be able to physically lift at least 25 pounds.
- **IMPORTANT (1)** - Proof of work study eligibility will be required to be considered for a work study job.
- **IMPORTANT (2)** - Selected staff must attend an approved training session before starting work.
- Completed online application for Campus Activities Work
- Ability to complete McKendree van driver certification if needed (**must be 21 years of age**)
- Great customer service skills
- Effective verbal and written communication skills
- Basic computer knowledge a plus.

GENERAL RESPONSIBILITIES:

- Attend all mandatory meetings and training sessions as specified
- Responsible for receptionist duties; Maintain desk operation
- Maintain a courteous and helpful attitude with crew members, and the general public. Provide information and answer inquiries regarding programs and campus resources.
- Be familiar with standard floor arrangements of our programming areas (Fitness Center, Lair, Lair Pit, Quad area, and others), layout of storage areas, and proper use of audio/visual and gaming console equipment
- Educate and enforce all policies and rules (swipe card usage, appropriate clothing and footwear, bag storage, workout etiquette, etc.)
- Anticipate potential risks of injury, and engage with appropriate procedures in the event injury does occur.
- Maintain appropriate volume and content of music and televisions
- Assist with large scale, traditional campus events (ie. Welcome Week, Involvement Fair, Homecoming, Spring Fling, etc) and internal events (tournaments, viewing parties, etc.)
- Support and encourage participation of activities on campus
- Assist with the set up and/or tear down of events sponsored by the Office of Campus Activities/Campus Activities Board, Campus Recreation, etc., as needed
- Work study staff may have regularly scheduled hours as well as concessions during the soccer, volleyball, basketball, lacrosse, softball, and baseball seasons (additional seasons possible).
 - Preparation of simple foods and beverages. Take orders and accept payments from guests; making change as needed.
 - Ensure that all work areas and equipment are clean, food products are properly stored, and utensils are clean and stored
- Other duties as specified

DUTIES:

- **Be alert and visible to all users of the facility!**
 - Escort guests, spectators, and/or visiting teams/groups as needed
- General facility set-up, cleaning, and maintenance
 - Keep locations clean, tidy, and safe – vacuum or mop as needed; dispose of trash
 - Assist with equipment inventory reporting
 - Report broken or unusable equipment
- Customer Service/General Data Entry
 - Check-In and Check-Out of equipment
 - Event Rosters
 - Cash handling and/or ticketing duties
- Assist with usage of lights, backboards, curtain, batting cages by students, coaches, etc.
- Check locker rooms and restrooms for cleanliness
- Assist with bulletin board, and/or information screen organization
- Keep equipment clean and organized
 - Fitness Center: Return weights and bars to proper locations within the weight room.
 - Mirrors and windows should be cleaned

Hours:

The coordinator will work a flexible schedule but possibly not more than 15 hours per week. This position is available for Federal Work Study.

Questions should be sent to Craig Robertson, Director of Campus Activities at croberts@mckendree.edu.

The Campus Activities Office employs a number of students through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

Intramural Officials are responsible for officiating all intramural sports and special events offered by or sponsored by Campus Recreation. They oversee and manage a fun and safe atmosphere for all participants and assist the Intramural Student Coordinators when needed through enforcing policies and procedures. Intramural Officials are required to attend all mandatory training clinics and staff meetings.

BASIC QUALIFICATIONS:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be in good standing with McKendree both academically and judicially.
- Must be able to work some weekend or evening shifts. Some holiday/semester break work may be required.
- Shall have a minimum of 5 hours of Federal Work Study allotted per week.
- General sport understanding and desire to learn intramural sports offered.
- American Red Cross First Aid/CPR/AED certification is a plus
- **IMPORTANT (1)** - Proof of work study eligibility will be required to be considered for a work study job.
- **IMPORTANT (2)** - Selected staff must attend an approved training session before starting work.
- Completed online application
- Good interpersonal skills; effective verbal and written communication skills
- Ability to work independently as well as part of a team

RESPONSIBILITIES:

- Assist with captain's and/or team meetings prior to competition.
- Assist in setting up equipment for activities. Arrive early and prepared for all scheduled shifts.
 - Assist in storing of equipment at the conclusion of activities
 - Assist in securing the facility at the conclusion of activities
- Maintain a professional demeanor at all times. Exhibit honesty and integrity during events.
- General facility cleaning and maintenance; inspect/prepare playing areas for safety prior to play
- Enforce intramural policies and evaluate the sportsmanship of Intramural teams and participants
- Assist with the sign-in of participants and teams prior to play. Make sure correct attire is worn (ie. no jewelry, illegal equipment, etc.)
- Complete all shift forms as required. Report and post results and scores of competitions
- Address on-site issues and disputes; communicate with Student Coordinator (ie. incidents, player conduct, conflict and rule clarifications, participant and spectator conduct, equipment damage, etc.) verbally and in writing
- Other duties as specified.

SALARY AND BENEFITS:

- Minimum wage
- (2) Free staff shirts provided. One referee shirt and one general staff shirt
- Whistle and lanyard
- Exposure to a fun and active environment on campus!
- Opportunity to acquire and to improve communication, conflict management, teamwork, leadership, adaptability, and customer service skills.

Hours:

Officials will work a flexible schedule but not more than 15 hours per week. This position is available for Federal Work Study.

Questions should be sent to Craig Robertson, Director of Campus Activities at croberts@mckendree.edu.

Campus Activities Student Van Driver

The Campus Activities Office employs a number of students through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

POSITION DESCRIPTION:

The available student van drivers will provide transportation for students, faculty, and staff to scheduled locations within the local area as scheduled by the Campus Activities Office. Drivers with good records may have the opportunity for additional work experience through McKendree Operations, McKendree Registered Student Organizations, Office of Student Affairs, other campus offices and groups, etc.

Students working in our office develop valuable professional skills, including time management, communication, multi-tasking, conflict resolution, and teamwork.

REQUIREMENTS:

1. Must be 21 years of age per McKendree University guidelines.
2. Must be a full time McKendree student registered for the current semester with Federal work study.
3. Must be in good standing with McKendree both academically and judicially.
4. Hours will vary depending on event schedules and van driver availability. Must be able to work weekend or evening shifts. Some holiday/semester break work may be required.
5. Shall have a minimum of 5 hours of Federal Work Study allotted per week.
6. Must be able to physically push, pull, or lift at least 45 pounds.
7. Must be able to hear and speak well enough to communicate with students, faculty, and staff face to face
8. Completed online application for Campus Activities Work Study
 - a. Must Pass McKendree University Driver Certification Test
 - b. Must have a valid Driver's License
 - c. Must have a clean driving record
9. Completed Work Study Checklist and required signatures.

RESPONSIBILITIES:

1. Must be punctual and reliable
2. Must be personable and have good decision-making skills.
3. Operating a multi-passenger vehicle to transport students and possibly faculty or staff to special events as scheduled.
4. Responsible for reporting any mechanical issues immediately to the Operations Office.
5. Assisting special needs passengers in entering, riding, and exiting the vehicle and ensures passenger safety at all times.
6. Ensuring the vehicle is properly fueled prior to trip.
7. Ensuring the vehicle is free of trash when returning it to the appropriate lot.
8. Assist with events sponsored by the Office of Campus Activities as needed
9. Other duties as specified.