

Campus Activities General Staff

Hours: 5 - 15 hours/week

REPORTS TO: Director of Campus Activities, Student Coordinators

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 general training sessions
- 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:

Activities (Campus Activities Board)

- Assist with the planning, promotion, and execution (set-up and tear-down) of events.
- Offer new ideas for events and their promotion
- Attend meetings as needed and scheduled by the Coordinator
- Assist in the Campus Activities Office as needed
- Support and encourage participation of activities on campus
- Assist with traditional events (Involvement Fair, Homecoming, Spring Fling, etc.)

Facilities (Intramural Gym):

- **Be alert and visible to all users of the facility!**
- 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

Facilities (Fitness Center Weight & Cardio Room):

- **Be alert and visible to all users of the facility!**
- Maintain reception area (ie. answering of phone, sign-in, etc)
- Keep equipment clean and organized - return weights to proper locations within the weight room.
 - Weights should be removed from the floor and bars when finished with a machine
 - Mirrors should be cleaned
- Keep room clean, tidy, and safe – vacuum or mop as needed; dispose of trash
- Maintain clean work areas
- 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

Service (Campus Activities Board):

- Assist with Campus Activities Board events, activities, and promotions.
- Be dependable and accountable
- Attend staff meetings and training sessions. Meeting dates and times will be announced.
- Be enrolled full-time at McKendree, remain in good academic and judicial standing
- Follow the student conduct guidelines outlined in the Student Handbook as well as the member/employee policies and regulations set forth by the Campus Activities Board.
- Assist with concessions operations
- Other duties as specified

Service (Intramural Gym):

- 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; score and time keeping, etc.
- 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
- Assist with concessions operations
- Other duties as specified

Service (Weight & Cardio Room):

- Attend to patron's needs and answer questions
- Be friendly and helpful with guests and visitors
- Keep participants safe – assist as necessary with weight or cardio equipment
- Attend all staff meetings and training sessions
- Obtain proper identification from patrons for facility usage
- Report broken or unusable equipment to Coordinator/Director
- Update bulletin boards or other information areas
- Assist with concessions operations
- Other duties as specified

Additional:

- Staff should be generally available for large scale campus events (ie. Homecoming, Spring Fling, etc) and internal events (tournaments, viewing parties, etc.)

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