



## **Campus Activities/Campus Recreation: Coordinator**

Under general administrative guidance of the Director of Campus Activities, the Coordinator assists with event programming and the operation and supervision of the Lair Game Room area and Weight and Cardio Room at the Fitness Center.

### **COORDINATOR PROGRAMMING CATEGORIES:**

A limited number of scheduled programs are held each month depending on the category. Interested in being a coordinator? Please ask about interested areas and general requirements.

#### **ENTERTAINMENT:**

- Coordinate music, comedy, and movie events for attendance on or off-campus. These may include: karaoke, small coffee house events, larger concerts, and live comedy acts.

#### **WEEKEND EVENTS:**

- Plan a diverse variety of activities that occur specifically on a Friday, Saturday, or Sunday each month. Prior events included: on campus tournaments, trips to the zoo, sporting events, concerts, festivals, etc.

#### **SPECIAL EVENTS/LATE NIGHT:**

- Plans a wide range of free or low-cost, "out of the box" events. Many are generally random, low-budget activities that may involve food, creativity, and fun! Events have included: Skate nights, Massage therapists, bingo nights, Mario Day, Trap & Paint Night, National Pretzel Day, dance parties, bowling nights, off-campus movies, and others!

#### **GLOBAL ISSUES AND TOPICS:**

- This category can be serious, fun, educational, or a bit of all three! Our goal is to provide forums, lectures, and talks on a variety of issues and topics that challenge students' thinking. It may also focus on activities for and about other cultures, minority groups, or underrepresented populations. Programming ideas are to bring awareness to pressing issues on campus, locally, nationally, and internationally to expand students' knowledge beyond the classroom.

#### **SOCIAL MEDIA and MARKETING:**

- Assists with maintaining a campus connection and social media presence for our programming through photography, various promotions, Facebook, X (Twitter), Instagram, Tik Tok, and other platforms. This position plays an important role in the branding and overall image of the Office of Campus Activities and Campus Recreation. Some duties may require specialized experience and/or knowledge. This is a great opportunity to build one's portfolio!

#### **INTRAMURAL RECREATION**

- Coordinators should have some basic knowledge and interest in team sports, but do not need experience playing all sports offered. Organize and conduct intramural leagues, assist with the selection and training of officials, leading meetings, scheduling of officials and leagues, handling of disputes, and evaluating officials.

#### **\*\*TRADITIONS PROGRAMMING (ALL-STAFF):**

- All staff coordinators assist with larger scale traditional programs. We're all about tradition and plan some of the larger events that are available to McKendree students, faculty, staff, their families, and the Lebanon community. These are generally events that have been longstanding and unite tradition with memorable moments. The following events may include: Welcome Week, Homecoming Week (overall coordination, Relay Games, Royalty Court, and Parade), Finals Week Stress Fest (fall and spring), Spring Fling.

**BASIC QUALIFICATIONS:**

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must maintain at least a 2.5 cumulative grade point average during employment.
- Federal Work Study preferred. Ability to work up to 15 hours per week, including weeknights, weekends, vacation break periods and some holidays.
- Driver's License; Ability to be certified in CPR and First Aid, Ability to be certified in Food Preparation
- Takes initiative, accountable, reliable; ability to self-motivate with little or no supervision
- High level of interpersonal skills; ability to brainstorm, cooperate, and contribute in a team environment
- Knowledge and good skills in employee and public relations, prior management or supervisory experience, food production methods and procedures, inventory systems, employee scheduling, and computer knowledge
- An outgoing personality and ability to speak to groups in a social setting is required.
- Basic knowledge of gaming and general fitness equipment; familiarity and interest with working with A/V equipment.
- This is a paid position and due to the requirements, we want to make sure that all commitments to our position are able to be managed without conflict. *If you have a concern regarding potential conflicts, please seek clarification in your interview or by talking with the Director of Campus Activities.*

**DUTIES AND RESPONSIBILITIES:**

- Work closely with fellow staff members and the Director of Campus Activities, to plan, promote, implement, and assess the programs assigned.
- Maintain availability for traditional events (ie. Involvement Fair, Homecoming, Finals Week, Spring Fling, etc.)
- Assist in event logistics (set-up, execution, tear down) as determined
- Assist with the advertising and promotion of programs and events.
- Act as a facilitator, role model, and be dedicated to providing positive leadership to the entire staff. In fulfilling his or her duties, the Coordinator should seek to fulfill the mission of the Office of Campus Activities by cultivating a team-oriented atmosphere and demonstrating commitment to the success of student life at McKendree
- Maintain a responsible and professional image. Effective communication with a diverse campus community, including: University faculty and staff, general student population, and community resources is essential. Conduct all business, communication, correspondence, and negotiation in a professional and ethical manner.
- Follow the student conduct guidelines listed in the Student Handbook as well as the member policies and regulations set forth by the Office of Campus Activities. Members are considered representatives of CAB and McKendree University at all times.
  - Follow protocol as it relates to reporting incidents, injuries, and any situation that warrants contact to Public Safety or other administration.
- Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
- Lead and/or attend staff trainings, retreats, and other functions as assigned.
- Meet all deadlines as set by the Lead Coordinator(s) and Director of Campus Activities.
- Answer all staff communication within a timely manner.

**ADDITIONAL DUTIES:**

- Supervise usage at facilities used by the Office of Campus Activities/Campus Recreation. Provide for the order, security and safety of the building and its occupants in the absence of or in addition to permanent staff.
- Responsible for the following:
  - Assisting and meeting the informational needs of the customer and portraying a positive attitude in a professional manner.
  - Enforcing policies for both staff and patrons, including handling emergency situations as they arise. Consults with professional staff as appropriate.
  - Assisting with training sessions, employee scheduling, supervision, and evaluation of student staff.
  - Maintaining reservations, daily reports, and additional forms as needed.
  - Distribution of signage, materials, and check bulletin boards for proper postings
  - Maintains an up to date and accurate inventory. Assists with inventory purchasing.
    - Identify program equipment purchase needs; develop and maintain inventory control methods
  - Prepares cash drawers for necessary activities and events.
  - Maintains accountability for incoming cash and safe control in designated activity.
  - Make frequent rounds of activity areas to secure areas not in use, check condition of facilities, and check in with student employees on duty.
- Shall serve as a generalist, having a basic knowledge for scheduled activity areas.

- Shall develop, together with other Coordinators, a duty schedule within stated weekly hours parameters.
- Responsible for the planning and execution of various recreational and leisure activities. See above descriptions for information.
- Other duties as assigned

**FITNESS CENTER SPECIFIC DUTIES:**

Assists with assuring that the weight rooms/fitness center operates effectively. Assisting with the supervision, training, scheduling, and evaluation of the weight/fitness staff will be an important part of this job.

- Assure that the student staff is performing all of their duties
- Monitor and assist participants utilizing the equipment as needed
- Clean equipment on a daily basis
- Be proactive in eliminating unsafe exercises
- Conduct facility and equipment orientations as needed
- Assess and properly respond to emergencies/risk management issues
- Other duties as specified.

**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](mailto:croberts@mckendree.edu).