



# Campus Recreation Student Coordinator

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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 student coordinator will organize and conduct intramural leagues including: assisting with the training of officials, leading meetings, scheduling of officials and leagues, handling of disputes, and evaluating officials. The student coordinator also assists with the supervision and management of the Weight and Cardio Room in the Fitness Center. Coordinators are expected to maintain an awareness of potential problems while creating a welcoming atmosphere for all participants.

## **QUALIFICATIONS/REQUIREMENTS:**

1. Must be a full time, currently enrolled McKendree student registered for the current semester with Federal Work Study.
2. Must be in good standing with McKendree both academically and judicially.
3. Must be able to work weekend or evening shifts.
4. Shall have a minimum of 5 hours of Federal Work Study allotted per week.
5. General sports knowledge; general weight and strength training aptitude and knowledge of fitness equipment preferred.
6. Excellent verbal and written communications skills
7. Highly organized with knowledge of programming/scheduling
8. Must be team oriented; have a willingness to work hard and an ability to work independently
9. Knowledge of Microsoft word, excel spreadsheets preferred.
10. American Red Cross First Aid/CPR/AED certification highly preferred.
11. Completed online application for Campus Activities Work Study
12. Possess good leadership skills; demonstrate ability to effectively manage and supervise others.
13. Ability to multitask
14. Good conflict resolution skills
15. Genuine interest in serving students and the campus community.

## **RESPONSIBILITIES and DUTIES:**

1. Attend all mandatory meetings and training sessions as specified
2. Arrive on time and prepared for all scheduled shifts.
  - a. Arrive early and set up facility for the event.
  - b. Pick up game sheets and keys for the activity
  - c. Assist in signing in teams and verifying their eligibility
3. Assist with the planning and scheduling leagues and events
4. Communicate with student staff and participants involving Campus Recreation facilities, programs, and events via phone, email, social media, and in person.
5. Assist other student coordinators with the orientation and training, feedback, motivation, and discipline of essential student staff employees (going over rules, policies, etc., and making sure they understand them).
6. Provide excellent customer service to the campus community; maintain a professional demeanor at all times
  - Demonstrate awareness of, and appreciation for, individual uniqueness and diversity
7. Provide equipment orientations to staff and participants as needed
8. Assist with on-site risk management; inspect areas for safety; Act as a resource for participants; report damaged or improperly working equipment



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9. Manage players/spectators on the field/court; Maintain a courteous and helpful attitude
10. Enforce departmental policies and procedures
11. Assist with the advertising and promotion of programs and events.
12. Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
13. Provide support during medical emergencies
14. Work in cooperation with other professional staff members
15. Assist with captain's and/or team meetings prior to competition.
16. Confirm status of the event should a cancellation be caused.
17. Identify program equipment purchase needs; develop and maintain inventory control methods
18. Other duties as specified.

## SALARY AND BENEFITS:

1. Minimum wage
2. (2) Free staff shirts provided.
3. Exposure to a fun and active environment on campus!