

# 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 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:

### 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 (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
- 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/GA/Director
- Update bulletin boards or other information areas
- Other duties as specified

**Additional:**

- Work study staff may have regularly scheduled hours as well as additional concessions shifts during the soccer, volleyball, basketball, lacrosse, wrestling, softball, and baseball seasons (additional seasons possible).
- Staff should be generally available for large scale campus events (ie. Fall Family Weekend, 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