Title: Recreation Services Staff

Department: Campus Recreation, a division of Student Affairs

Reports to: Director of Recreation, Administrative Assistant
Student Recreation Services Manager

Appointment: Academic Year 2016-17

Start Date: January 2017

Compensation: Starting at $8.50/hour

Position Summary
This position will work closely with the Rec Services Student Manager and Campus Recreation Administrative Assistant. Responsibilities will include enforcing departmental policies and procedures for a variety of Campus Recreation Programs that take place within the Falcon Center.

Time Commitment
This position requires a commitment of 10-15 hours per week. Work hours range from 6:00am-11:00pm Monday-Friday, 8am-9pm Saturday, and 10am-11pm Sunday. Some weekend and university breaks are required. All hours are flexible to meet class schedule and prior commitments.

Responsibilities
A. Follow and enforce Campus Recreation policies and procedures
B. Administer Membership Sales and Orientation
C. Cash handling responsibilities
D. Facility Access Control
E. Facility set-ups (i.e. Batting Cages, Volleyball, Basketball, Tennis)
F. Answer departmental phone lines for Campus Recreation and Falcon Center
G. Represent the program and department with the established Campus Recreation Values (i.e. Integrity, Play, Gratitude, Respect, Adaptability, Professionalism)
H. Light duty cleaning
I. Day, Evening and Weekend hours expected
J. Holiday hours and academic year break hours will be required
K. Other duties as assigned

Minimum Qualifications and Conditions of Employment
A. Must be a student enrolled at UWRF.
B. Maintain a minimum cumulative grade point average of 2.00 or higher before and during employment.
C. Must be able to attend fall and spring training activities.
D. Must be able to lift up to 50 lbs
E. Possess the ability to work as part of a team
F. Must have exceptional customer service skills

Preferred Qualifications
A. Previous customer service experience, willingness to be work in a fast paced environment, experience in program implementation, strong organizational skills and leadership experience is desirable.
B. CPR/ First Aid certification