

## SWETMAN GYM BUILDING MANAGER

Campus Recreation is a division of the Department of Campus Life that provides a variety of vigorous, fun-filled, health-promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

### **Requirements:**

1. As part of the hiring process, each employee is required to attend a mandatory orientation session which is not paid. These sessions will be beginning the first week school is in session in August.
2. Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.

### **Responsibilities:**

1. Arrive on time.
2. Enforce all facility policies, rules and regulations.
3. Minimize and eliminate hazardous situations.
4. Provide supervision for Swetman Gym operations to include Open Recreation, Intramural Sports, Sports Clubs practices, Special Events, Front Desk, Equipment Check Out and Instructional Programs.
5. Monitor all events taking place in Swetman Gym by making regular rounds of the facilities.
6. Provide information and building services to the campus community in a professional manner.
7. Set up equipment prior to scheduled events.
8. Clean equipment and gym up at the conclusion of all events.
9. Develop a working knowledge of all the equipment and services and activities provided by Swetman Gym.
10. Follow procedures for closing the facility at the end of each day.
11. Attend regular staff meetings and training sessions.
12. Complete appropriate records, reports and time cards.
13. Complete accident and incident reports immediately following injury or incident.
14. Conduct yourself in a professional manner at all times.

### **Qualifications:**

1. Must be able to work well with others, both participants and employees.
2. Work independently when necessary.
3. Communicate clearly and effectively.
4. Ability to multi-task.
5. Must be dependable and punctual.
6. Ability to take initiative.
7. Positive customer service skills/customer relations.
8. Must be able to work during our hours of operation 9:00 a.m. to 11:00 p.m. on weekdays and 12:00 noon to 12 midnight on weekends.
9. Available to work a minimum of one weekend shift