

Event Assistant

Location: Campus Recreation (Lee Hall, Swetman Gym)
Supervisor: Campus Recreation Coordinator
Type of Job: Work Study Only

PRINCIPAL FUNCTION

- To enforce all facility policies, rules and regulations, minimize and eliminate hazardous situations while conducting yourself in a professional manner at all times during events and reservations.

DUTIES AND RESPONSIBILITIES

- Responsible for Opening and Closing of facilities.
- Check in all reservations with representative.
- Check and swipe all ID's who enter facilities.
- Proper notification of a reservation no-show.
- Set up and take down of equipment during shift.
- Open and close all closets for reservations.
- Meet with Coordinator and/or Reservation Assistant prior to events to gain knowledge and information regarding the events, as needed.
- Complete daily tasks and logs.
- Maintain cleanliness and organization of facility including all closets and office.
- Collect and properly log lost and found.
- Enforce all Campus Recreation policies.
- Report and attend to emergencies, complete accident and incident reports immediately following an injury or incident.
- Ensure participants safety and eliminate any hazards.
- Monitor all events taking place in facilities by making regular rounds of the building.
- Attend regular staff meetings and training sessions
- Complete appropriate records, reports and time cards
- Other duties as assigned

REQUIREMENTS

- As a part of the hiring process, each employee is required to attend an orientation and training, which is not paid.
- Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.
- Hours: Must be flexible, hours dependent on reservations and events. Anticipate late-night and weekend hours.

DESIRED SKILLS

- Must be able to work well with others, both participants and employees.
- Work independently when necessary.
- Communicate clearly and effectively.
- Ability to multitask.
- Must be dependable and punctual.
- Ability to take initiative.
- Positive customer service skills/customer relations.