

## **Open Recreation Sports Assistant**

Location: Campus Recreation (Swetman Gym)  
Supervisor: Campus Recreation Coordinator, Graduate Assistant  
Type of Job: Part time temporary service position and/or work study available

### **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.

### **RESPONSIBILITIES**

- Supervise the overall operations of Open Recreation programs at Swetman Gym.
- Properly open and close the facility.
- Manage and facilitate open recreation sports to include; setup and teardown of all sports equipment.
- Check and swipe all ID's.
- Provide supervision to all open recreation participants.
- Check in/out equipment.
- Maintain cleanliness of facilities and keep facilities safe, including dust mopping gym floor, and keeping equipment and binders in their proper locations.
- Collect and log lost and found items properly.
- Provide a welcoming environment to all participants.
- Enforce all Campus Recreation policies and sport rules.
- Provide equipment set-ups prior to scheduled events and clean up at the conclusion of all events.
- Complete accident and incident reports immediately following an injury or incident.
- Employee must remain inside gym during shift.
- Monitor all events taking place in Campus Recreation facilities by making regular rounds of the building.
- Maintain daily task log, communication log, and check sheets on each shift.
- Develop a working knowledge of all the equipment, services and activities provided by Campus Recreation.
- 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 session and training, which is not paid.
- Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.
- Must be available to work from between 3:00 pm – 10:00 pm on weekdays and 12:00 noon – 6pm on weekends.
- Available to work a minimum of one weekend shift

### **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.
- Knowledge of sports rules in specific sports.

(6.15.18 CSP)