

Recreation Center Employment Job Descriptions

Job Requirements Common to all Positions

- Must be available to work weekends on a rotation basis
- Must have a minimum 2.0 GPA
- Must enjoy working in a team environment & working with people
- Must be willing to make employment a priority after academics

Birthday Party Host

- Calls parents Wednesday before a party to confirm date, time, party schedule, & activities to be played
- Assists parents in the setup & decoration of the party room.
- Maintains the schedule for the party, such as swim times, game time, & time for food & to open presents. Coordinates & supervises all activities

Facilities Operations Student Assistant

- Sweep & apply appropriate wet solution to tile & hardwood floors, which includes the pool decks, shower areas, bathroom areas, main hallways, basketball courts, group exercise room, racquetball courts, & ping pong table area
- Replacement of ceiling tiles & light bulbs
- Cleaning of basketball backboards
- Maintenance & cleaning of vents
- Carpentry work including painting & spackling
- Provide preventative maintenance of cleaning equipment.

Graphic Designer

- Work with the various programs & services in creating graphic promotional materials
- Prepares graphics for flyers, posters & brochures
- Creates layouts for newspapers, newsletters, & other printed materials

Group Exercise Instructor

- Responsible for ensuring a safe environment for participants at all times during the program.
- Have a complete & thorough understanding of all instructor guidelines concerning the group exercise program.
- Responsible for explaining exercise technique, correcting body positions & circulating throughout the room during class.
- Must be certified

Intramural Sports Official/Scorekeeper

- Implement proper set-up & tear-down procedures which vary from sport to sport.
- Utilize proper mechanics to present a professional setting to all participants & spectators.
- Ensure that all intramural equipment & storage space remains clean & organized.
- Enforce all policies & procedures of the Recreation Center.
- Assist participants with sign-in & waiver procedures.
- Accurately maintain the time, score, & any other "sport-specific" requirements.

Lifeguard

- Maintains constant surveillance of patrons in the pool area; acts immediately & appropriately to secure safety of patrons in the event of emergency.
- Follow & enforce rules & regulations at all times
- Provides emergency care & treatment as required until the arrival of emergency medical services.
- Performs various maintenance duties as directed to maintain a clean & safe facility.

Personal Trainer

- Responsible for training individuals one on one & providing them with a proper program design to meet their goals/medical needs
- Responsible for creating a program design to meet all 6 components of program design
- Responsible for performing MicroFit fitness assessments
- Must be certified

Program Monitor

- Employee will check all IDs & group exercise passes before students &/or members enter the group exercise room while standing in front of the door to greet students
- The employee will dust mop the group exercise floor before the start of each day's classes & clean the mirrors & windows on an as needed basis.
- Employee will perform other duties as assigned by the building manager, including stapling papers, stuffing envelopes, etc.

Marketing Assistant

- Distributes printed marketing materials to include brochures, flyers, banners, etc...
- Develops & implements marketing tactics to increase attendance/participation at Rec Center programs & events.
- Determine strategic on campus locations for promotional materials.
- Assists with the implementation, tabulation & reporting of surveys

Main Office Assistant

- Monitors member/guest entrance to the facility.
- Sells memberships, locker rentals & program registration; conducts facility tours
- Answers phones using proper phone etiquette.
- Has strong working knowledge of our facility, policies & procedures, & program offerings.
- Enforces Center policies & procedures.

Sport Club Supervisor

- Supervise home Sport Club competitions and practices
- Open/close facilities for events, provide injury care, fill out shift reports
- Office work and data entry as needed

Weight Room Supervisor

- Enforce & educate all members of our policies
- Offer useful & safe advice to individuals regarding machine usage
- Perform assigned cleaning duties based on customer needs & cleaning priorities
- Responsible for checking INC passes

Youth Swim Instructor

- Read through child's registration form to see what the parent's want their children to learn from swim lessons at the Rec Center.
- Teach beginners how to become comfortable with the water, float, & basic swimming techniques
- Teach intermediates basic strokes, swimming underwater, & breathing techniques
- Teach advanced swimmers how to perfect stroke & techniques