Campus Recreation Student Employment: Job Descriptions

Aquatics – Lifeguard
- Maintain a safe and clean swimming environment for patrons
- Prevent injuries, eliminate hazards, and render emergency care within the scope of training
- Enforce all pool rules and regulations
- Maintain high standards of appearance, attitude, and provide customer service
- Attend monthly in-service meetings
- Remain fit to perform all duties associated with being a lifeguard
- Ability to work days, nights, weekends, and some early mornings required
- Ability to retrieve from 13’ depth and swim with 10 pound brick
- Must be certified in American Red Cross Lifeguarding, CPR-PRO, AED, and First Aid Certifications
- Other duties as assigned

Aquatics – Swim Instructor
- Responsible for instructing and evaluating swim lesson participants
- Responsible for the safety of the participant(s) in class
- Beginning and ending class/lessons on time; remaining after class to answer questions and clean up as needed
- Ability to demonstrate skills required for instruction as well as to use teaching aids such as kickboards, diving rings, lifejackets, etc.
- Ability to work independently and demonstrate enthusiasm
- Submit completed skills sheets and student certificates in a timely manner
- Attend mandatory meetings and training sessions as scheduled
- Provide emergency care within the scope of training as necessary
- Maintain high standards of appearance, attitude, and provide quality customer service
- American Red Cross Water Safety Instructor (WSI) certification preferred but not required
- Other duties as assigned

Facility Operations – Customer Service Representative
- Monitor access to the Turner Center and provide first contact customer service
- Verify appropriate patron identification
- Assist with facility opening and closing procedures and enforce department and building policies
- Assist with issuing guest passes, receipt writing, and Assumption of Risk and Release forms
- Responsible for cleanliness and appearance of the main entrance and lobby area
- Monitor all equipment check-out and check-in and inspecting equipment for damages
- Responsible for laundering patron and cleaning towels
- Must be knowledgeable of all policies and procedures
- Other duties as assigned
**Facility Operations – Facility Maintenance**
- Perform routine field maintenance procedures (aerating, topdressing, mowing, weed eating, etc.)
- Provide excellent customer service to all students and patrons that use the facilities
- Provide maintenance to the Turner Center and stadium tennis courts (14 total)
- Ensure the natural beauty of the Turner Center and stadium tennis courts in order to enhance the participant experience
- Provide daily checks for risk management concerns
- Assist with the lining of intramural and sport club fields
- Assist with special events and facility programming; sport club matches, facility rentals, intramural sports, summer camps, etc.
- Assist Fitness Team Leaders with assigned duties as well
- Keep all recreation areas clean and safe

**Fitness – Fitness Supervisor**
- Ensure a safe and enjoyable environment in the fitness center
- Enforce all fitness center and Campus Recreation policies and procedures
- Provide quality customer service to all patrons
- Clean assigned fitness equipment and other facility equipment as needed
- Re-rack weights in the appropriate location
- Attend monthly Fitness Employee meetings
- Maintain current First Aid, CPR & AED certification throughout the duration of employment
- Serve as a substitute and cover shifts for co-workers as needed & available
- Assist with participant registration for group fitness classes and personal training
- Assist Fitness Team Leaders with assigned duties as well
- Other duties as assigned

**Fitness – Group Fitness Instructor**
- No previous fitness instructor experience required
- A semester long instructor training program will be provided (if necessary)
- Ensure a safe and enjoyable environment in group fitness classes
- Enforce all fitness and Campus Recreation policies and procedures
- Provide quality customer service to all patrons
- Lead and instruct safe and effective group fitness classes in multiple formats
- Attend monthly Group Fitness Instructor meetings
- Maintain current First Aid, CPR & AED certification throughout the duration of employment
- Serve as a substitute and cover classes for other instructors as needed & available
- Assist with participant registration for group fitness classes
- Other duties as assigned
**Intramural Sports – Sport Official**
- No officiating experience necessary; all training will be provided
- Officiate a variety of team sports including but not limited to flag football, basketball, indoor & outdoor soccer, volleyball, team handball, and softball
- Enforce all Intramural Sports Program and Campus Recreation policies and procedures
- Responsible for game and conflict management
- Ensure all participants are playing in a safe and fun environment
- Must be open to constructive feedback and strive to improve daily
- Expected to be physically active for the duration of a 3-4 hour shift

**Outdoors – Rebel Challenge Course Facilitator**
- Certifications Required: AEI Challenge Course Facilitator Certification and First Aid.
  The RCC certification is offered in January and August on campus. We subsidize a large portion of the certification, but you are responsible for a portion as well. There is no guarantee of a job if you take the certification, but you must have it to be considered.
- You will be responsible for fostering positive group dynamics and facilitating the growth of transferable skills (i.e. communication, teamwork, trust) with all groups, along with assuring safety and a fun environment for all participants. The RCC elements include a high ropes (zip line, rock wall, flying squirrel, etc) and low ropes (trust fall, etc.) course.
- You will be belay certified and will learn cool rope course skills like how to coil a rope, and self-belay climb, along with getting to work with some really cool folks!

**Health Promotion – Health Advocate**
- Maintain certification for peer health education (training provided)
- Ability to work days, nights and weekends
- Assist Health Educator with planning, developing, implementing and assessing wellness related programing.
- Research and benchmarking of wellness initiatives in higher education
- Bring creative and fresh ideas for student wellness programming
- Maintain high standards of appearance, attitude and provide quality customer services
- Attend mandatory meetings and training sessions as scheduled
- Knowledgeable of all policies and procedures
- Other duties as assigned