Student Employment Job Descriptions

**Facility Operations – Customer Service Representative**
- Monitor access to the Turner Center and provide first contact customer service
- Verify appropriate patron identification
- Assist facility manager 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
- Estimated hours per week: 8-12

**Facility Operations - Membership Services Representative**
- Serve as first point of contact for patrons in office 214
- Process membership and locker rental sales for Turner Center members and maintain member records
- Conduct tours for prospective members
- Assist in conducting locker clean outs
- Facilitate lost & found cleanout
- Assist control desk with transaction process when needed
- Conduct community outreach for membership prospects
- Conduct opening and closing procedures for office 214
- Administrative duties including, but not limited to, tracking office supply inventory, responding to patron inquiries, and accepting and distributing mail
- Develop and update bulletin boards with information relative to members
- Other duties as assigned
- Estimated hours per week: 8-12

**Facility Operations, Intramural Sports & Sport Clubs– Field Crew**
- Ensure the natural beauty of all Campus Recreation facilities including: the Turner Center, 6 tennis courts, the Outdoor Sports Complex (Intramural Fields, Sport Clubs Fields, Sand Volleyball Courts, Disc Golf Course, Rebel Challenge Course)
- Perform routine field maintenance procedures (mowing, weed eating, etc.)
- Perform routine field lining of intramural and sport club fields
- Provide excellent customer service to all students and patrons that use the facilities
- Provide daily checks for risk management concerns
- Assist with special events and facility programming; sport club matches, facility rentals, intramural sports, summer camps, etc.
- Enforce the policies and procedures of each facility
- Keeping all recreation areas clean and safe
- Estimated hours per week: 8-12
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
- Ability to swim 300 yards consecutively and tread water for two minutes
- Ability to work days, nights, weekends, and some early mornings required
- Ability to retrieve from 13’ depth and swim with 10 pound brick
- American Red Cross Lifeguarding certification required
- Other duties as assigned
- Estimated hours per week: 10 -15

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 cleanup as needed
- Ability to demonstrate skills required for instruction as well as to use teaching aids such as kickboards, diving rings, life jackets, 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
- Estimated hours per week: 6-10
Student Employment Job Descriptions

Fitness – Fitness Center 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
- Estimated hours per week: 6-12

Fitness – Personal Trainer
- Obtain and maintain a nationally accredited Personal Training certification (AFAA, ACE, NASM, ACSM, etc.).
- Complete and maintain a CPR/AED/First Aid certification.
- Arrive early to training sessions and ensure all equipment is placed in its respective area following training sessions.
- Provide and build professional and confidential relationships with multiple clients.
- Communicate and schedule regular sessions with individual clients, partner clients, or small groups.
- Perform required fitness assessments and screenings both pre and post training.
- Educate, demonstrate, and monitor correct form on prescribed exercises.
- Provide motivation for clients by maintaining a positive and enthusiastic attitude during sessions.
- Write and adhere to comprehensive, pre-planned exercise programs designed to achieve specific client goals.
- Maintain documentation of client progression.
- Assist with various Fitness and department (Campus Recreation) special events and activities.
- Attend regularly monthly meetings and scheduled in-house continuing education opportunities.
- Exemplify all TEAM CR values and ensure general cleanliness of all Campus Recreation facilities.
- Estimated hours per week: 5-15

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
- Estimated hours per week: 2-5
Intramural Sports – Sport Official

- No prior officiating experience necessary
- Attend all sport specific trainings prior to the start of each season and prior to playoffs
- Officiate a variety of team sports including but not limited to flag football, basketball, indoor & outdoor soccer, volleyball, and softball
- Enforce all Intramural Sports and Campus Recreation policies and procedures
- Provide exceptional customer service to all participants and spectators
- Responsible for game and conflict management
- Ensure all participants are playing in a safe and fun environment
- Accept constructive feedback and strive to improve daily
- Expected to be physically active for the duration of a 3-4 hour shift
- Maintain current First Aid, CPR & AED certification throughout the duration of employment
- Estimated hours per week: 8-12
Student Employment Job Descriptions

Outdoors – Trip Leader

- Certifications Required: Wilderness First Responder (WFR) and completion of EL 200.
  - A WFR course is offered through OMOD at the end of each Fall semester in December. OMOD subsidizes a large portion of this course, however it still requires an investment on your part. Certification through this course DOES NOT insure employment.
  - EL 200 is a class offered through the university and will give you two academic hours. It is generally once a week for a couple hours and is taught by the OMOD Graduate Assistant. You will be learning hard skills (how to pack a backpack, how to build a fire, etc.) and soft skills (fostering group dynamics, communicating with difficult participants, how to handle stressful situations, etc.), all while getting to know other potential trip leaders! You will also attend a Field Experience Trip with your class and intern on an OMOD trip with current trip leaders.

- Assist in the planning and preparation of assigned trips and clinics.
- Lead and/or facilitate day, weekend, or extended trips over school breaks.
- Teach Leave No Trace (LNT) outdoor ethics principles.
- Promote and market all OMOD and Campus Recreation events.
- Maintain, clean, organize, and repair, outdoor equipment.
- Assist and perform pre- and post trip logistics.
- Scout and inspect potential trip venues/locations.
- Adhere to all Ole Miss, Campus Recreation, and OMOD policies and procedures on and off campus during all trips and clinics.
- Stay current on outdoor trends and practices.
- Facilitate and provide a positive learning environment.
- Hours are based on a trip-to-trip basis.

Outdoors – Rebel Challenge Course Facilitator

- Certifications Required: AEI Challenge Course Facilitator Certification and First Aid. The RCC certification is a Level 1 Certification offered by Adventure Experiences, Inc. (the company that built the course). This certification is offered in January and May at the Rebel Challenge Course. The department subsidizes half the cost of the certification, and the facilitator is responsible for paying the other half. There is no guarantee of a job if the certification is taken before the job fair/interview, but you must have it to be considered for this position. Registration for this certification is in the Outdoors office, Turner Center 110.

- Foster positive group dynamics and facilitate the growth of transferable skills (i.e. communication, teamwork, trust) with all groups
- Ensure a safe and 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.
- Facilitator’s will be belay certified and will learn ropes course skills, such as setting up high elements, learning equipment, coiling a rope, and self-belay climb, and working with diverse participants and groups.
- Hours per week are determined by demand of sessions.
Student Employment Job Descriptions

**Health Promotion – Program Assistant**
- Bring creative and fresh ideas for student wellness programming
- Benchmark wellness initiatives in higher education
- Hold leadership position in student organization (Student Wellness Ambassadors)
- Foster healthy group dynamics
- Plan, develop, implement and assess wellness programming
- Ability to work days, nights and weekends
- Attend mandatory meetings and training sessions as scheduled
- Knowledgeable of all policies and procedures
- Other duties as assigned
- Estimated hours per week: 10

**Health Promotion – Tobacco Free Generation Representative**
