CAMPUS RECREATION
JOB DESCRIPTIONS FOR STUDENTS

These descriptions are designed to give you a brief overview of responsibilities and duties for the ten programmatic areas of Campus Recreation.

AQUATICS - Lifeguard


Assist in performing daily routine pool maintenance. Record chemical readings.

Attend all scheduled training sessions and team meetings.

Assist in planning and implementing programmatic activities and special events.

Must have current Lifeguard and CPR/First Aid certifications.

CLUB SPORTS - Supervisor

Enforce Club Sport policies and procedures.

Supervise afternoon/evening practices Monday thru Thursday.

Supervise scheduled weekend games; assist with equipment set-up and breakdown and crowd control.

Interact with club sport officers and teams in preparation for games.

Attend all scheduled team meetings and training sessions.

Complete opening and closing procedures at Harden Clubhouse, South Campus Fields and Francis Fields

Assist Team Leader with daily Club Sports activities.
FACILITIES - Manager

Provide customer service to Campus Recreation participants and guests.

Manage campus recreation facility. Respond to safety and emergency situations.

Enforce Campus Recreation policies.

Follow daily cash handling procedures to include: open and close cash drawer. Receive and process cash, check and phoenix card payments, provide change and receipts. Perform shift and daily audit reports.

Attend all scheduled team meetings and training sessions. Follow daily cleaning schedule for facility and equipment.

Assist in planning and implementing programmatic activities and special events.

FITNESS - Supervisor

Supervise and enforce fitness center policies.

Responsible for participant safety, proper activity technique and exercise level.

Perform daily cleaning duties and follow cleaning schedule for facility and equipment. Assist with equipment maintenance as needed.

Attend all scheduled team meetings and training sessions.

Assist in planning and implementing programmatic activities and special events.

Record participant statistics.
**INTRAMURALS - Official**

Officiate and supervise intramural activities.

Responsible for participant conduct.

Enforce intramural rules and procedures.

Assist Intramural team members in organization of ongoing events.

Attend all scheduled clinics and training sessions.

Assist in game scheduling for regular season and playoffs in all activities.

**OUTDOORS - Trip Leader**

Plan, organize, lead, and evaluate outdoors trips.

Assist in equipment rental and inventory.

Follow cleaning schedule for equipment.

Responsible for participant safety and responding to emergency situations.

Attend all scheduled team meetings and training sessions.

Must be eligible for van certification by meeting the following criteria:
- Possess a license for at least 3 years, not including provisionary license
- Be at least 19 years old and have sophomore academic standing
- Have a good driving record as designated by the university insurance carrier (no speeding tickets, no “at fault” accidents, no “under the influence” violations)
SOUTH CAMPUS FACILITIES - Manager

Supervise the Driving Range, Harden Clubhouse and South Campus Fields.

Must actively participate in maintaining the facility which includes: cleaning golf balls, retrieving golf balls, equipment checkout, facility upkeep, opening/closing Harden Club House and monitoring South Campus Fields.

Provide customer service to South Campus participants and guests.

Enforce Campus Recreation policies.

Attend all scheduled team meetings and training sessions.

Follow daily cash handling procedures.

MARKETING - Manager

Promote all areas of Campus Recreation through effective and innovative marketing strategies.

Develop, design and implement plans to market all Campus Recreation sponsored events.

Communicate and collaborate with Event Management on all Campus Recreation sponsored events.

Attend all scheduled team meetings, office hours and events.

Helpful Skills: Photoshop, Microsoft Publisher and PowerPoint, Strong organization and communication skills, Creativity, Photography
EVENT MANAGEMENT - Manager

Responsible for planning and implementing Campus Recreation sponsored events.

Organize, schedule and assign those on the event staff. Develop plans and understand what kinds of amenities need to be in place for events to be successful.

Be available during Campus Recreation sponsored events. Attend all scheduled team meetings, office hours.

Follow-up after events to assess how well the needs of the participants and the event were met.

Helpful Skills: Event Planning, Strong organization and communication skills, Ability to deal with stress and make quick decisions, Photoshop, Microsoft Publisher and PowerPoint, Creativity, Photography.
GROUP EXERCISE - Instructor

Instruct group exercise participants.

Responsible for participant safety, proper activity technique and exercise level.

Responsible for activity, choreography and class routine.

Attend all scheduled team meetings and training sessions. Assist in performing daily/routine equipment maintenance

Assist in planning and implementing programmatic activities and special events.

Record participant statistics.

OUR MISSION

Campus Recreation strives to provide quality recreational experiences for the campus community in an effort to promote the wise, lifelong use of leisure opportunities. Our student leadership and teamwork models allow students a forum for the practical application of classroom theories, as well as the opportunity to develop professional competencies.