Student Position Description

JOB TITLE: Koury Facility Assistant
REPORTS TO: Facilities Team Leader
PAY RATE: Tier I – starts at $9.00/hour

SUMMARY OF POSITION:
Campus Recreation provides quality fitness and recreational experiences designed to positively impact the development of Elon students and contribute to the holistic well-being of the campus community. The facility assistant provides excellent customer service and assists in the management of Campus Recreation facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Check in patrons and their guests at the facility entrance
- Oversee equipment check out/rental and complete facility rounds
- Ensure all facility policies are followed
- Oversee transactions and follow all credit card and cash handling processes
- Assist other areas in the event of an emergency situation
- Become cross-trained at the PARC and South Campus, and pick up shifts at each location when necessary
- Maintain a working knowledge of all Campus Recreation programs, services, and events
- Foster strong partnerships with other members of the Facilities team, as well as colleagues throughout Campus Recreation
- Deliver quality customer service to all patrons, program participants, and visitors
- Attend all Facilities team meetings and trainings
- Other duties and projects as assigned

MINIMUM QUALIFICATIONS:
- American Red Cross CPR, First Aid, and AED certification (classes available through Campus Recreation)

LEARNING OUTCOMES:
Through employment in Campus Recreation, the facility assistant will:
- Develop transferrable skills such as teamwork, communication, time management, organization, conflict resolution, critical thinking, and decision making.
- Be able to articulate the value of recreation in the overall college student experience.

EQUAL EMPLOYMENT OPPORTUNITY:
Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.