



Student Position Description

JOB TITLE: Satellite Facilities Assistant

REPORTS TO: Satellite Facilities Team Leader

PAY RATE: Tier I – starts at \$9.00/hour

DEPARTMENT MISSION STATEMENT:

Campus Recreation & Wellness contributes to the holistic well-being of students, faculty, and staff by providing access to recreational and educational experiences fostering a sense of community and belonging, and empowering individuals to cultivate positive wellness values and behaviors that last throughout and beyond their time at Elon.

SUMMARY OF POSITION:

The satellite facility assistant provides excellent customer service and assists in the management of South Gym and PARC satellite facilities.

LEARNING PRACTICES:

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.

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 to ensure safety of all patrons using South Gym/PARC
- Become cross-trained at PARC and South Gym and pick up shifts at each location
- Maintain a working knowledge of all Campus Recreation & Wellness programs and services
- Foster strong partnerships with other members of the Facilities team, as well as colleagues throughout Campus Recreation & Wellness
- 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 & Wellness)

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.