

Job Title: Campus Recreation Internship- Facility Attendant

Work Schedule: Monday - Sunday 7a-10p with occasional weekends

Hours per week: 10-12

Individuals must be able to commit at least 8 hours per week.

Supervisor: Assistant Director of Fitness & Wellness / Assistant Director of Facilities

General Statement of Duties

Facility Associates are responsible for greeting and welcoming patrons, verifying membership statuses, and enforcing facility policies. They perform rental, and check-out of sports equipment and oversee towel service operations. Facility Associates aid in maintaining the care and appearance of the recreation facilities and facilitate special event operations as needed. Additionally, the work independently at the Campbell Wellness Center and the Jones Center Equipment Room.

Typical Responsibilities

- Wellness Center
 - Greet and welcome patrons
 - Check and verify valid Rec membership status of patrons
 - Check picture ID to ensure use by actual member
 - Answer and refer questions from patrons
 - Maintain cleanliness and organization of designated work area
 - Oversee operation of towel and laundry services
 - Spot sweeping and vacuuming as necessary
- Equipment Room
 - Verify inventory of all rental equipment
 - Assist with the setup, teardown, and facilitation of Rec Sports events
 - Enforce facility policies
 - Oversee operation of towel and laundry services
 - Other duties as assigned

Experience and Abilities

- Current certification in CPR and First Aid preferred
- Previous experience in customer service preferred
- Some cleaning experience preferred
- Satisfactorily complete staff training provided by Campus Rec Staff

Environmental Conditions

- Will be required to be outside in the elements during parts of shift
- Occasionally some bending and lifting of heavy items may be required
- Some work with cleaning chemicals may be required

Pay Scale

8.00-9.0/hr and Work Study

Learning Outcomes

1. Provide exemplary customer service while serving as a resource for information to patrons.
2. Manage facility entry by verifying patron membership through computerized database
3. Successfully process rental, and check-out procedures through computerized database
4. Manage operations and risk over the Campbell Wellness Center
5. Educate and enforce patrons on Campus Recreation policies