Job Descriptions

Updated 3/8/2021
Hiring requirements all Campus Recreation positions

- Must be a student at Texas A&M University-Commerce that is currently enrolled or pre-registered in classes holding at least part-time status of 6 hours for undergraduate and 3 hours for graduate.
- Must pass State of Texas background check.

Job requirements during employment with Campus Recreation

- Must possess a current American Red Cross or American Heart Association Adult and Pediatric CPR/AED and First Aid certification or obtain certification before first day on the job. (condition of employment)
- Not work more than 19 hours per week while classes are in session. (Applies to all positions worked on campus).
- Attend mandatory meeting, trainings, and in-services
- Follow and enforce all Campus Recreation policies and procedures
- Knowledge of and ability to promote programs offered by Campus Recreation
- Serve in an integral role with the Campus Recreation Emergency Action Plan (EAP)
- Provide and develop great customer service skills
- Ability to work well with a diverse, inclusive recreation team
- Ability to work with a diverse participant and patron population
- Must be in good academic standing with the University
- Must be in good conduct standing with University
Entry Positions

Those not currently working in Campus Rec or those who currently work for Campus Rec and cross train into a different position.
Position Title: Personal Trainer

Summary of Responsibilities:
The Certified Personal Training position is for qualified students interested in gaining knowledge in fitness and wellness through individual and small group instruction. This is a great position for personal trainers to gather hands on experience by providing clientele with guidance in physical activity and healthy lifestyle habits. Furthermore, students will engage, educate and empower members on fitness and well-being.

Program Area: Fitness and Well-being
Supervision: Coordinator of Fitness and Well-being and Graduate Assistant of Fitness and Well-being
Hourly pay rate without certification: $9/hour
Hourly pay rate with Certification: $11.50/hour
Hours/Week: 8-10
Level: Entry

Primary Duties:
- Consult with clients and provide a baseline fitness assessment
- Schedule training sessions in advance
- Provide physical activity guidance during scheduled training sessions
- Educate clients on how to perform exercises and movements in a safe and effective manner
- Provide consistent communication with clients and generate feedback on client progress
- Give nutritional tips and information to client as needed
- Provide one hour exercise sessions with clients
- Generate personalized training programs based on client’s goals and needs
- Maintain all records, forms and associated paperwork within personal training for the Fitness and Wellbeing program
- Participate in Continuing Education Credits (CEC's or CEU's)
- Attend the in house on-boarding classes and shadow shifts
- Attend staff in service and meetings
- You will have the available option to teach Group Fitness classes and/or Small Group Training sessions.
- Perform other duties assigned

Required Qualifications:
- Must possess NCCA recognized personal training certification (Condition of employment or hire).
  - Condition of employment – must obtain certification before taking on clients and must maintain current PT Certification
  - ACE, NSCA, ACSM, NASM, ISSA, NCSF
- Working knowledge of human anatomy, kinesiology and training principles
- Possess excellent customer service skills and able to work well with others
- Ability to lift 50lbs or more as required by job duties

Preferred Qualifications:
- Ability to instruct and program for individuals and small groups
- Previous experience personal training

Certifications:
- Obtaining more fitness certifications will result in a higher hourly pay rate due to the nature of training and knowledge
- Two certifications - $12.00
- Three or more certifications - $12.50
Position Title: Group Fitness Instructor

Summary of Responsibilities:
The Certified Group Fitness Instructor position is for qualified students interested in gaining knowledge in fitness and wellness through group classes and instruction. This is a great position for group fitness instructors to gather hands on experience by providing participants with guidance in physical activity and healthy lifestyle habits. Furthermore, students will engage, educate and empower members on fitness and well-being.

Program Area: Fitness and Well-being

Supervision: Coordinator of Fitness and Well-being, and Graduate Assistant of Fitness and Well-being

Hourly pay rate without certification: $9/hour
Hourly pay rate with certification: $11.50/hour
Hours/Week: 4-8
Level: Entry

Primary Duties:
- Responsible for instructing and leading group fitness classes in a safe and engaging environment
- Educate and maintain proper technique for fitness participants
- Promote knowledge of proper group fitness components, i.e.: warm up, aerobic exercise, flexibility, cool down, etc
- Create a welcoming and inclusive environment
- Support and motivate group fitness participants
- Offer a variety of exercise modifications to accommodate all fitness levels
- Monitor access of group fitness classes
- Assist participants in swiping into class
- Participate in Continuing Education Credits (CEC's or CEU's)
- Attend the in house on-boarding classes, shadow shifts, and mentorship program
- Attend staff in service and meetings
- Perform other duties assigned

Required Qualifications:
- Nationally recognized group fitness instructor certification or specialty group fitness certification (condition of employment or hire).
  - Condition of employment - must obtain certification within the following semester and must maintain current Group Fit Certification
  - ACE, NCCA, Zumba, Yoga, NETA, SCW or other Specialization
- Working knowledge of human anatomy, kinesiology and training principles
- Ability to lift 50lbs or more as required by job duties

Preferred Qualifications:
- Ability to instruct multiple formats or multiple specialty group fitness certifications
- Knowledge of group fitness teaching strategies and the incorporation of music, tempo, cueing technique, and rhythm
- Choreography and music skills
- Previous experience instructing a group fitness class

Certifications:
- Obtaining more fitness certifications will result in a higher hourly pay rate due to the nature of training and knowledge
- Two certifications - $12.00
- Three or more certifications - $12.50
Position Title: Lifeguard

Summary of Responsibilities:
The lifeguard position is employed to monitor and ensure the safety of patrons in the Great OutRoars facility’s pool, spa, basketball courts, and outdoor seating areas.

Supervision: Coordinator of Aquatics and Facility Operations
Starting Pay rate: $10/hour
Hours/Week: 12-18
Level: Entry

Primary Duties:
- Enforce all Great OutRoars, Campus Recreation, and University policies and procedures
- Maintain facility cleanliness and safety
- Activate facility Emergency Action Plan (EAP) when necessary and provide appropriate care
- Perform American Red Cross lifeguarding life-saving rescues
- Perform other duties as assigned

Required Qualifications:
- Current American Red Cross Lifeguard or Shallow Water Lifeguard certification *(Condition of employment and hire)*
  - **Condition of hire** - must have or obtain certification before being officially hired
  - **Condition of employment** - must maintain current LG certification
- Ability to swim 100m utilizing either front crawl or breast stroke
- Ability to swim one length of the pool, go down 3 feet, retrieve a 10lb brick and run it back
- Ability to tread water for 2 minutes
- Must be able to perform American Red Cross lifeguarding life-saving rescues successfully

Preferred Qualifications:
- Current American Red Cross Water Safety Instructor certification
- Current American Red Cross Lifeguard Instructor certification
- Previous work experience lifeguarding
- Previous work experience teaching swim lessons
- Previous work experience in an emergency preparedness/care environment
**Position Title:** Operations Assistant  

**Summary of Responsibilities:**  
This position is responsible for maintaining the cardio, track, and weight areas of the Morris Recreation Center; provide assistance with facility access, equipment checkout, and risk management at the Cain Sports Complex and The MAC.

**Program Area:** Facility Operations  
**Supervision:** Assistant Director of Facility Operations and Aquatics, and Graduate Assistant of Facility Operations  
**Starting Hourly Pay Rate:** $8  
**Hours/Week:** 8-12  
**Level:** Entry

**Primary Duties:**
- Enforce all Morris Recreation Center, Campus Recreation, and University policies and procedures
- Maintain cleanliness of equipment and cardio, track, and weight areas
- Assist and inform patrons on usage and technique of equipment and machines in the cardio, track, and weight areas
- Explain how to execute various exercise techniques and how to use various exercise equipment
- Assist patrons with spotting and using exercise equipment
- Maintain organization of weight room, track, and cardio area equipment
- Control access and equipment checkout at the Cain Sports Complex and The MAC
- Report equipment needs and maintenance repairs
- Assist with set-up up facility needs and reservations
- Log and track usage of fitness equipment
- Assist patrons with lockers
- Support facility supervisor
- Assist with patron counts
- Perform other duties assigned

**Required Qualifications:**
- Enthusiasm to learn recreation and fitness principles
- Ability to work with others in a team oriented structure
- Critical thinking and problem solving skills
- Upbeat and pleasant professional character
- Must be able to work evenings during the week and weekends
**Position Title:** Outdoor Adventure Staff

**Summary of Responsibilities:**
Outdoor Adventure staff are responsible for the daily operations of the Outdoor Adventure Center, Climbing Wall, and associated outdoor facilities. Student staff also have the opportunity to work support staff shifts on the challenge course and trips program. OA staff aid in supervision and administration of all program areas and must prove efficiency in computer applications necessary to position and programs.

**Program Area:** Outdoor Adventure

**Supervision:** Assistant Director and Coordinator of Outdoor Adventure

**Starting Hourly Pay Rate:** $8

**Hours/Week:** 12-18

**Level:** Entry

**Primary Duties:**
- Assist in climbing wall operation
- Assist in gear center operation including cash handling with point of sale software
- Assist in challenge course operation
- Assist in maintenance of outdoor recreation facilities
- Enforce program area rules and policies
- Perform other duties as assigned

**Required Qualifications:**
- Possess effective writing and communication skills.
- Possess effective customer service skills and able to work well with others.
- Must be willing to maintain a clean and safe workout environment
- Must be able to work weekends and some week days/night
- Willing to educate patrons on and enforce policies
- Understanding of proper emergency procedures

**Preferred Qualifications:** Previous knowledge, experience, or certification in
- Climbing
- Challenge course operation
- Bike maintenance
- Wilderness medicine
- Trail maintenance
- Other applicable outdoor sport skills
**Position Title:** Intramural Sports Official

**Summary of Responsibilities:**
Intramural Sports Officials are responsible for officiating all intramural sport events. Student officials must ensure the safety of participants while they uphold the integrity of the game. Officials will use decision-making skills when making calls and conflict management skills to handle confrontations. In addition, officials are held to a higher standard when they are participating within our program.

**Program Area:** Intramural and Club Sports  
**Supervision:** Assistant Director and Graduate Assistant of Intramural and Club Sports  
**Starting Hourly Pay Rate:** $9  
**Hours/Week:** 8-12  
**Level:** Entry

**Primary Duties:**
- Attend sport training clinics and meetings  
- Officiate all sports offered by Intramural Sports  
- Provide pre-game and postgame assistance for the set-up of Intramural sports  
- Examine the facility for safety hazards  
- Enforce rules and policies as judiciously as possible  
- Oversee the Intramural contest and ensure participation takes place in a safe manner  
- Complete necessary forms  
- Storing any equipment at the conclusion of the day’s/night’s activities  
- Maintain outdoor recreation facilities  
- Assist in signing-in of Intramural teams when needed  
- Assign teams sportsmanship ratings concluding each contest  
- Complete any duties as assigned by the Intramural Supervisor, GA, or Assistant Director

**Required Qualifications:**
- Good interpersonal skills  
- Strong decision making skills  
- Conflict management skills  
- Willingness to learn and receptive to feedback  
- Knowledge of sport rules  
- Willingness to work hard  
- Must be able to work evenings, Sunday-Thursday from 4pm-11pm, and occasional weekends

**Preferred Qualifications:**
- Participation in Intramural Sports and/or sports  
- Prior or current officiating experience
Position Title: Marketing Assistant

Summary of Responsibilities:
This position is employed to distribute any form of marketing/advertising needed for the department’s events/programs/building notices/etc. It is responsible for general marketing and communication projects, in addition to a specialization in one of the following areas: copy writing & social media, design, photography/video editing, and web content management.

Program Area: Marketing
Supervision: Associate Director of Programs and Staff Development and Graduate Assistant of Marketing
Starting Pay Rate: $8
Hours/Week: 8-12
Level: Entry

Primary Duties:
- Print, cut, laminate, distribute/deliver posters and signage for departmental needs as directed
- Utilize best practices, trends and popularities within the social media realm – design, functionality, and users
- Promote Campus Recreation at informational tables, events, and gatherings
- Assist in developing and implementing marketing strategies and initiatives for Campus Recreation programs, facilities services, and business operations.
- Work with Canva, InDesign, and Illustrator to design graphics for social media posts and campaign materials
- Reply to comments, posts, messages, etc., following social media guidelines
- Assist in updating website, University calendar content, department social media, facility information screens and bulletin boards, and The Roar radio station.
- Meet project deadlines so that events are properly advertised.
- Collaborate with the others in the marketing program
- Utilize effective writing and communication skills throughout various marketing strategies
- Perform other duties as assigned.

Minimum Qualifications for Consideration
- Demonstrated knowledge and understanding of various social media accounts, tools, trends, and platforms

Desired Qualifications:
- Demonstrated design software experience in Adobe InDesign, Adobe Illustrator, or Canva
- Understanding of basic principles of journalism, public relations, advertising, and/or marketing
- Work or academic course experience in marketing/advertising/public relations/journalism
Position Title: Graphic Designer

Summary of Responsibilities:
This position is employed to imagine, create, and distribute any form of marketing/advertising needed for the department’s events/programs/building notices/etc.

Program Area: Marketing
Supervision: Associate Director of Programs and Staff Development and Graduate Assistant of Marketing
Starting Hourly Pay Rate: $9.50
Hours/Week: 12-18
Level: Entry

Primary Duties:
- Design various print and digital marketing using Adobe Illustrator, Adobe Indesign, and Canva.
- Print, cut, laminate, and distribute/deliver posters and signage for departmental needs.
- Assist in developing and implementing marketing strategies and initiatives for Campus Recreation programs, facilities, services, and business operations.
- Meet project deadlines so that events are properly advertised.
- Collaborate with the others in the marketing program to complete assigned tasks on time.
- Maintain graphic standards of the University and the Department of Campus Recreation.
- Organize multiple projects at a time.
- Utilize MAC computers to perform job duties.
- Perform other duties as assigned.

Minimum qualifications for considerations:
- Demonstrated understanding and skills in Adobe InDesign, Illustrator, and/or Canva

Desired qualifications:
- Understanding of branding guidelines and principles
- Understanding of design principles such as hierarchy, typography, and layout
- Work or academic course experience in photography, videography, marketing, graphic design, advertising, or public
Position Title: Photographer

Summary of Responsibilities:
This position is responsible for photographing and videoing department programs, services, and facilities as well as maintaining a consistent visual identity to represent, advertise and promote the department.

Program Area: Marketing
Supervision: Associate Director of Programs and Staff Development and Graduate Assistant of Marketing
Starting Hourly Pay Rate: $9.50
Hours/Week: 8-12
Level: Entry

Primary duties:
- Assist in developing and implementing marketing strategies and initiatives for Campus Recreation programs, facilities, services, and business operations.
- Takes photos and videos of various departmental events which include evenings and weekends.
- Effectively use DSLR, lighting and audio production techniques, and photography equipment operation.
- Perform production functions involving lighting and audio recording.
- Develop promotional videos and campaigns.
- Responsible for sorting, organizing, and filing images and videos.
- Utilize various video/photography delivery systems.
- Assist the Associate Director in scheduling photo/video shoots to record various activities.
- Meet project deadlines so that events are properly recorded and advertised.
- Collaborate with others in the marketing program to complete assigned tasks on time.
- Maintain graphic standards of the University and the Department of Campus Recreation.
- Organize multiple projects at a time.
- Utilize MAC computers to perform job duties.
- Perform other duties as assigned.

Minimum qualifications for considerations:
- Demonstrated understanding and skills in Adobe Premiere or After Effects for video
- Demonstrated understanding and skills using photography equipment
- Demonstrated understanding and skills in Adobe Photoshop or Lightroom (preferable) for editing photos

Desired qualifications:
- Work or academic course experience in photography, videography, marketing, graphic design, advertising, or public
Internal Positions

Must currently work for Campus Recreation
**Position Title:** Program Assistant

**Summary of Responsibilities:**
Program Assistant oversee the staff, students, participants, and facilities during Fitness and Wellbeing based events and activities. They are responsible for making sure all events taking place run smoothly, main point of contact during emergencies, issue disciplinary action for student employees, assist in the development of programs and content, as well as various other tasks.

**Program Area:** Fitness and Wellbeing  
**Supervision:** Coordinator and Graduate Assistant of Fitness and Wellbeing  
**Starting Hourly Pay rate:** $12  
**Hours/Week:** 6-10  
**Level:** Additional Job (leadership team approval required)

**Primary Duties:**

- Assist in daily operations of fitness and wellbeing program
- Instruct and substitute for group fitness instructors in a variety of exercise classes formats
- Provide mentorship and evaluations for current fitness employees and train newly hired staff
- Aid in program assessment and data collection
- Be knowledgeable and able to promote all Fitness and Wellness services offered by Campus Recreation
- Assist in planning and development of classes, programs, and events
- Responsible for overseeing duties of staff while on duty
- Aid in management of all student employees and participants
- Answer any inquiries and questions concerning the program, department, and university
- Assist in leading staff meetings
- Maintain weekly office hours around prior commitments to instructing Group Fitness Class.
- Other duties as assigned

**Required Qualifications:**

- Have been employed by Fitness and Wellbeing for a minimum of 2 semesters as a Group Fitness Instructor or Personal Trainer
- Knowledge of group fitness or personal training teaching strategies
- Ability to lift 50lbs or more as required by job duties
**Position Title:** Intramural and Club Sports Office Assistant

**Summary of Responsibilities:**
Intramural and Club Sports Office Assistants are responsible for working alongside of the Assistant Director and Graduate Assistant to assist with daily tasks related to the Intramural and Club Sports program. This position will include data entry, printing/scanning, and other office tasks as assigned.

**Supervision:** Assistant Director and Graduate Assistant of Intramural and Club Sports

**Starting Hourly Pay Rate:** $9

**Hours/Week:** 4-6

**Level:** Additional Job

**Primary Duties:**
- Utilize IMLeagues for data entry, print scoresheets and complete other daily tasks
- Organize and file documents
- Arrange daily intramural binders and re-fill forms
- Prepare jerseys and equipment for each day of play
- Promote, organize, and facilitate small tournaments and leagues as assigned
- Assist with social media marketing specifically for Intramural and Club Sports
- Serve as a point of contact in the absence of the Assistant Director or Graduate Assistant
- Organize storage as necessary
- Assist Club Sport officers with paperwork
- Perform other duties as assigned

**Required Qualifications:**
- Strong organizational skills
- Willingness to work hard
- Must be able to work for a one and a half hour time block during the day between 8am-5pm (Monday-Friday)
- Have been employed by Intramural Sports for a minimum of one semester.
**Position Title:** Intramural Sport Supervisor

**Summary of Responsibilities:**
Intramural supervisors are customer service-oriented individuals who strive for excellence within the program. They are responsible for supervising and implementing daily intramural activities. While on shift, supervisors are the face of the program and must make critical decisions in a timely manner. Supervisors must assess potential risks and are proficient in the execution of the Emergency Action Plan as well as act as a first responder when injuries occur. They familiarize participants and officials with the policies and procedures of the program and clarify any questions or concerns that arise during their shift. Supervisors are also involved in the ongoing development and training of sports officials, strengthening and ensuring their professional growth within the program.

Intramural Supervisors will also be required to make on-site decisions, assist with questions and concerns from participants, explain and clarify program policies and procedures, and have a thorough knowledge of all Intramural Sports rules, policies and procedures, and officiating mechanics.

**Program Area:** Intramural and Club Sports

**Supervision:** Assistant Director and Graduate Assistant of Intramural and Club Sports

**Starting Hourly Pay Rate:** $10

**Hours/Week:** 8-12

**Level:** Promotion

**Primary Duties:**
- Provide overall supervision for all intramural activities, this includes supervision of student officials, participants, and spectators
- Ensure that fields/courts are set-up and cleaned-up each night
- Address any risk management issues in the moment and report those issues to their direct supervisor
- Assist with on-site injuries
- Complete necessary forms: accident, incident, ejection, protest, and supervisor reports
- Resolve conflicts as they arise
- Make on-site decisions including but not limited to situations regarding player safety, player conduct, weather cancellations, and other issues dealing with policies and procedures
- Complete sport evaluations and provide feedback to student officials each night
- Familiarize participants and officials with policies and procedures of the intramural sports program, to include clarifying any questions or concerns that may arise
- Attend bi-weekly supervisor meetings
- Attend all-staff trainings and Intramural Sport trainings as assigned
- Perform other duties as assigned

**Required Qualifications:**
- Excellent interpersonal skills
- Ability to work under pressure and maintain a professional approach in all situations
- Thorough knowledge of Intramural Sport rules, policies, and procedures
- Has worked a minimum of one semester as an Intramural Sports Official
- Ability to work evenings from Sunday-Thursday from 4pm-11pm

**Preferred Qualifications:**
- Current knowledge of sport rules
- Willingness to learn officiating protocols for all sports
Position Title: Club Sport Supervisor

Summary of Responsibilities:
Club Sport supervisors provide oversight to club practices, games, and other related events. Supervisors must assess potential risks and are proficient in the execution of the Emergency Action Plan as well as act as a first responder when injuries occur. Hours worked will depend upon the schedule of each of the club sports programs. This position will serve as a liaison between the club officers and the assistant director to help with travel paperwork, reimbursements, etc.

Program Area: Intramural and Club Sports
Supervision: Assistant Director and Graduate Assistant of Intramural and Club Sports
Starting Hourly Pay Rate: $10
Hours/Week: 4-6
Level: Additional Job

Primary Duties:
- Provide overall supervise for club practices, games, and other related events, this includes supervision of supporting staff, participants, and spectators
- Ensure that fields/courts are set-up and torn-down each night
- Address any risk management issues in the moment and report those issues to their direct supervisor
- Assist with on-site injuries
- Complete necessary forms: accident, incident, and supervisor report forms
- Resolve conflicts as they arise
- Make on-site decisions including but not limited to situations regarding player safety, player conduct, weather cancellations, and other issues dealing with policies and procedures
- Attend all-staff trainings and Club Sport trainings as assigned
- Act as a liaison between club sport officers and the assistant director, this includes but is not limited to: assisting with travel paperwork, scheduling facility space, and handling reimbursements
- Complete club audits as needed
- Perform other duties as assigned

Required Qualifications:
- Good interpersonal skills
- Ability to work under pressure and maintain a professional approach in all situations
- Has worked a minimum of one semester in Intramural Sports
- Ability to work nights and occasional weekends

Preferred Qualifications:
- Participation in Intramural Sports and/or Club Sports
Position Title: Water Safety Instructor

Summary of Responsibilities:
Water Safety Instructors are responsible for teaching the Department of Campus Recreation’s adult swim lessons, children swim lessons, private swim lessons, swim clinics, and additional stroke refinement classes. While on duty, Water Safety Instructors are to provide the highest quality of instruction.

Program Area: Aquatics
Supervision: Assistant Director of Facility Operations & Aquatics
Starting Hourly Pay Rate: $11.50
Hours/Week: 6-10
Level: Additional Job

Primary Duties:
- Ensure sufficient course space and materials prior to each class time
- Create a non-threatening environment that is conducive to achieving the learning objectives
- Conduct yourself in a professional manner at all times ensuring that you are representing the Department of Campus Recreation and the American Red Cross in a positive manner
- Keep accurate records of lesson attendance and status for all participants
- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- Responsible for the proper instruction of all swim lesson classes
- Designs and implements appropriate classes for the swimming level being taught
- Maintain a safe and controlled environment; identify hazardous conditions and eliminate or minimize them.
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress and class information
- Participate in all required trainings and meetings, including monthly in-services, pre-semester trainings, monthly safety quizzes, and skill audits

Required Qualifications:
- Must possess a current American Red Cross Water Safety Instructor certification (Condition of employment and hire)
- Hold the position of Lifeguard or Head Lifeguard with Campus Recreation for no less than one semester.

Preferred Qualifications:
- Be observant, dependable, responsible, and organized
- Handle situations with fairness and tact
- Possess excellent interpersonal, verbal, and written communication skills
**Position Title:** Head Lifeguard

**Summary of Responsibilities:**
This position will assist in the management of all areas in Aquatics. This position will also serve as a mentor and model, providing leadership to all Aquatic student staff. The candidate will be afforded a variety of opportunities within The Department of Campus Recreation including, but not limited to, special event management and participation in program area student hiring.

**Program Area:** Aquatics  
**Supervision:** Assistant Director of Facility Operations and Aquatics  
**Starting Hourly Pay Rate:** $11.50  
**Hours/Week:** 6-10  
**Level:** Promotion

**Primary Duties:**
- Assist in the hiring, training, supervision of Lifeguards (approx. 15 employees)
- Assist with the development and facilitation of Lifeguard staff trainings, meetings, and continuing education
- Contribute to monthly in-services for Lifeguards
- Coordinate student staff schedule utilizing scheduling software, (PA level, not HG)
- Establish and maintain weekly office hours (PA level, not HG)
- Maintain cleanliness and organization of lifeguard office, pump house, including stocking the necessary forms, log sheets, supplies, etc.
- Keep mandatory in-service attendance records, scheduling follow-up meetings with Lifeguards following a missed in-service or training, (PA level, not HG)
- Learn and become comfortable with chemical and facility maintenance procedures
- Assist in training of new lifeguards
- Establish and maintain positive working relationships with supervisors in other Campus Recreation areas
- Maintain record of lifeguard equipment inventory status
- Mentor student employees and provide continuous feedback
- Pursue continuous professional development opportunities
- Additional duties will be assigned to maximize the experience for the program assistant and the operations area (verbiage is for PA)
- Patron management
- Facility management
- Reservations and event management

**Required Qualifications:**
- Must be a current lifeguard in Campus Recreation.
- Must be in good standing
- Have been employed by Campus Recreation for a minimum of 2 semesters.
- Must maintain current American Red Cross Lifeguard Certification and willing to get Lifeguard Instructor certification.
**Position Title:** Building Supervisor

**Summary of Responsibilities:**
The Building Supervisor is responsible for the smooth operation of the Morris Recreation center during all operating hours. The Building Supervisor must be knowledgeable of all policies of the recreation center and make decisions based on previous experience and in accordance with the department values. This person has the authority to make exceptions to the policies and procedures based upon specific details of a situation and the department’s philosophy and mission. The Building Supervisor supervises Member Services, Recreation Assistants, and Fitness Assistants. Enforces department policies, and is a general “trouble-shooter” within the facility.

**Program Area:** Facilities and Operations  
**Supervision:** Assistant Director of Facility Operations and Aquatics and Graduate Assistant of Facility Operations  
**Starting Pay rate:** $10.50  
**Hours/Week:** 10 hours  
**Level:** Promotion

**Primary Duties:**
- Possess knowledge and ability to interpret division policies and procedures
- Make decisions and problem solve situations in accordance with organization values
- Perform proper equipment setup/take down procedures and storage
- Work effectively and collaborate with co-workers to serve patron needs, maintain the facility, and execute programs
- Complete building opening and closing tasks, including end of day evacuation and inspection
- Complete regular reports providing comprehensive shift summaries and effective performance feedback notes
- Resolve conflicts that may arise with patrons of the programs and facilities
- Serve as the manager on duty to ensure safe and effective management of the facility and event supervision
- Provide support and guidance to Campus Recreation staff and patrons
- Observe and evaluate staff performance, providing appropriate feedback to staff or direct supervisors to maintain performance consistent with expectations
- Serve as Incident Commander while executing the emergency action plan
- Maintain positive public relations and rapport with program participants and facility users

**Required Qualifications:**
- Must be a current Member Services Assistant
- Must be in good standing
- Have been employed by Campus Recreation for a minimum of 2 semesters.
**Position Title:** Spartan

**Summary of Responsibilities:**
To provide assistance with the Assistant & Associate Director in all safety and maintenance of all equipment. Individuals should be proficient in tool handling and operational skills.

**Program Area:** Facilities and Operations

**Supervision:** Assistant Director of Facility Operations and Aquatics and Graduate Assistant of Facility Operations

**Starting Hourly Pay Rate:** $9

**Hours/Week:** 10 hours

**Level:** Additional Job

**Primary Duties:**
- Tackle any projects assigned/maintenance requests
- Assist with maintenance of fitness equipment
- Submit all work orders to SCC
- Visual check of netting and replace as needed
- Visual check of equipment to see if anything is out of the ordinary
- Be punctual and arrive to work on time for each scheduled shift
- Ensure that all paperwork and documentation are complete
- High level of effective time management and ability to work in a fast paced environment
- Sweep out/straighten up storage area & office spaces

**Required Qualifications:**
- Hand on experience with tools and large equipment
- At least one semester of experience working for the Department of Campus Recreation is required to be considered.
Position Title: Member Services Assistant

Summary of Responsibilities:
The position requires you to become a certified Cash Handler by taking annual mandatory trainings. Responsibilities include but are not limited to selling and providing accurate information about memberships, lockers, and guest passes, along with processing registration for memberships, programs, and guest options using POS (Point-of-sale).

Program Area: Facilities and Operations
Supervision: Assistant Director of Facility Operations and Aquatics and Graduate Assistant of Facility Operations
Starting Hourly Pay rate: $9
Hours/Week: 10 hours
Level: Promotion

Primary Duties:
- Maintain cash drawer and reconcile daily cash reports
- Assist patrons in acquiring memberships, lockers, course registration and other department opportunities
- Maintain all records, forms and associated paperwork within the Operations Department
- Answer any inquiries and questions concerning the facility, department, and university
- Enforce all facility, department and university policies
- Maintain personal appearance and an organized and clean work environment
- Ability to communicate effectively
- Knowledge and appropriate enactment of Emergency Action Plan (EAPs)
- Have 100% awareness of events and activities in all areas of the recreation center
- Sell all services through POS (point-of-sale)
- Log in lost and found items to include valuables
- Process payroll deduction forms, verifying information
- Verifying authorized access to facility for patrons
- Coordinate all laundry services for the facility and department

Required Qualifications:
- At least one semester of experience working for the Department of Campus Recreation is required to be considered.
- In good standing with the department
**Position Title:** Reservation Specialist

**Summary of Responsibilities:**
To provide assistance for reservation groups with facility needs as well as managing setups, teardowns, and event staffing.

**Program Area:** Facilities and Operations
**Supervision:** Assistant Director of Facility Operations and Aquatics and Graduate Assistant of Facility Operations
**Starting Hourly Pay Rate:** Base pay + $1.50
**Hours/Week:** as needed
**Level:** Additional Job

**Primary Duties:**
- Assess risk issues within and around reserved space
- Perform proper equipment setup/take down procedures and storage
- Work effectively and collaborate with co-workers to serve group needs
- Work independently, in the absence of professional staff, to carry out assigned tasks
- Provide reserving groups solutions to challenges faced to help provide a more positive experience
- Adjust to the needs and demands of the event and its participants
- Help create positive relationships with reserving groups

**Required Qualifications:**
- Ability to work outside of normal operating hours
- Must be currently employed for the Department of Campus Recreation
Position Title: Outdoor Adventure Level II Staff

Summary of Responsibilities:
Responsible for the daily operations of the Outdoor Adventure Center, assume supervisor responsibilities while working a shift at the wall or challenge course, mentor level I staff members, provide belay checks, be able to work as assistant leader or leader on the challenge course, consistently monitor risk management needs and concerns and clearly document and communicate issues and concerns to professional staff.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, and Assistant Director of Outdoor Adventure
Starting Hourly Pay Rate: $10.00
Hours/Week: 12-18
Level: Promotion

Primary Duties:
- Supervise climbing wall operation
- Teaches belay classes and performs belay skills checks to patrons
- Provides leadership and mentorship to level 1 staff members
- Assist in gear center operation
- Assist in maintenance of outdoor recreation facilities
- Enforce program area rules and policies
- Perform other duties as assigned

Required Qualifications:
- Has proven a high level of competency and consistency in basic job functions
- Excels in customer service
- Has completed lead climbing training
- Understands risk management and the role of climbing wall staff
- Has shown ability to work autonomously
- Has demonstrated increased proficiency in technical skills and knowledge
- Attends Level II training and is able to pass Level II skills check
- Must have worked at least one semester in Outdoor Adventure and be in good standing
Position Title: Climbing Wall Manager

Summary of Responsibilities:
This position is the highest student worker position at the climbing wall. It oversees the route setting staff and procedures as well as maintains inspections on gear. They work closely with professional staff to implement policies and procedures to effectively run the climbing wall. Most of the hours with this position are outside of normal wall hours and are administrative in nature.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, and Assistant Director of Outdoor Adventure
Starting Hourly Pay Rate: $10.50
Hours/Week: 6
Level: Promotion

Primary Duties:
- Manages setting and maintenance of climbing routes
- Organizes and maintains route setting procedures
- Responsible for obtaining sponsorships for both of our climbing competitions
- In charge of facilitating and managing both of our climbing competitions
- Manages monthly maintenance and safety checks of all climbing ropes, harnesses, equipment, quick draws, and auto belays
- Performs weekly safety inspections on all of our auto belays
- In charge of delegating tasks and maintenance set forth by professional staff that need to be accomplished at the wall
- Responsible for educating fellow student workers on climbing, route setting, and safety at the wall
- Always demonstrating leadership through action and words to fellow student staff

Required Qualifications:
- Thorough knowledge of climbing wall rules, policies and procedures
- Must possess adequate climbing ability to test and give feedback on all routes at wall
- Understanding of climbing equipment in order to inspect effectively
- Ability to lead others
- Excellent proven customer service skills
- Self-motivated
- Must have worked as OA level 2 staff member for at least one semester and be in good standing
Position Title: Challenge Course Support Staff

Summary of Responsibilities:
Provide support for higher level staff during challenge course programming. This is an entry level position on the challenge course and works under direct supervision of other staff.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, and Assistant Director of Outdoor Adventure
Starting Hourly Pay Rate: $8
Hours/Week: 4-8
Level: Additional Job Responsibilities to OA Level 1

Primary Duties:
• Assist challenge course leaders in facilitating challenge course programming
• Belay or operate ladder duties on high elements
• Provides support to higher level staff during low elements
• Enforce program area rules and policies
• Perform other duties as assigned

Required Qualifications:
• Must be able to belay effectively
• Must be able to follow instruction
• Willing to educate patrons on and enforce policies
• Understands and is enable to enact EAP
• Understanding of proper emergency procedures
Position Title: Challenge Course Assistant Leader

Summary of Responsibilities:
Responsible for facilitating groups on both high and low elements of the challenge course. This position takes the lead on certain activities and should be familiar with all of the activities on the course. They lead with help from the Challenge Course Lead’s but should be able to work autonomously on some of the elements.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, Assistant Director of Outdoor Adventure
Starting Hourly Pay Rate: $10.00
Hours/Week: 4-8
Level: Promotion

Primary Duties:
- Facilitates low and high elements on challenge course
- Assists challenge course lead in
- Enforce program area rules and policies
- Perform other duties as assigned

Required Qualifications:
- Must be familiar with all challenge course elements and procedures
- Must be proficient at leading a majority of challenge course elements
- Understands and is enable to enact EAP
- Must have worked as Challenge Support Staff for at least one semester and be in good standing
Position Title: Challenge Course Lead

Summary of Responsibilities:
This position is the highest level a student worker can be on the challenge course. They should be comfortable and proficient in all areas of the challenge course and able to provide leadership to other staff. They are responsible for all aspects of the challenge course program from beginning to end including set up, facilitation, tear down, and debriefing.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, Assistant Director of Outdoor Adventure
Starting Hourly Pay Rate: $11.50
Hours/Week: 4-8
Level: Promotion

Primary Duties:

- Facilitates low and high elements on challenge course
- Supervises and directs assistant leaders and support staff in set up and operation of challenge course
- Takes lead in debriefing low and high element experience
- Enforce program area rules and policies
- Perform other duties as assigned

Required Qualifications:

- Must demonstrate competency as a Challenge Course Assistant Leader
- Must be able to set up and facilitate all challenge course low and high elements
- Must demonstrate proficiency in a variety of debriefing techniques
- Understands and is enable to enact EAP
- Has shown ability to work autonomously
- Has demonstrated increased proficiency in technical skills and knowledge
- Must have worked as Challenge Assistant Leader for at least one semester
Position Title: Trip Leader

Summary of Responsibilities:
A trip leader is responsible for all aspects of a trip. They are responsible for planning the trip and executing the trip to ensure participants can thrive in a safe educational environment. The trip leader must demonstrate an ability to communicate effectively with participants and other staff members. They set the tone for the trip and ensure that it is run safely and effectively.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, Assistant Director of Outdoor Adventure
Pay: Varies per trip
Level: Promotion

Primary Duties:

- Communicate with staff and participants prior to the trip regarding pre-trip meeting and all requirements for the trip
- Conduct pre-trip meeting and any skills sessions necessary
- Pack all necessary equipment
- Responsible for transportation of people and gear to trip site
- Facilitates trip activities in a safe and engaging manner
- Educates participants on how to perform activities in the proper manner
- Participates in post-trip debriefing with professional and students staff
- Enforce program area rules and policies
- Perform other duties as assigned

Required Qualifications:

- Must demonstrate competency as a Trip Assistant Leader on the trip they are leading
- Must have WFA certification or higher
- Must be physically capable of leading the trip comfortably
- Understands and is enable to enact EAP
- Has shown ability to work autonomously
- Has demonstrated increased proficiency in technical skills and knowledge
Position Title: Trip Assistant Leader

Summary of Responsibilities:
An assistant leader is the trip leader’s right hand. They present new ideas and aid the trip leader in making decisions. It is common for an assistant leader to facilitate various activities throughout a trip; ranging from sending pre-trip emails to leading hikes. In this role the student is in an opportunity to learn how to effectively run trip; ask questions.

Program Area: Outdoor Adventure
Supervision: Graduate Assistant, Coordinator, Assistant Director of Outdoor Adventure
Pay: Varies per trip
Level: Additional Job

Primary Duties:

- Assists trip leader with all pre-trip responsibilities
- Assists in leading certain portions of the trip at the discretion of the trip leader
- Provides feedback to trip leader to aid in decision making
- Enforce program area rules and policies
- Assists with all other duties as assigned

Required Qualifications:

- Must demonstrate competency as a trip participant of shadow staff on the trip they are assisting on
- Understands and is enable to enact EAP
- Must be physically capable of performing trip activities comfortably
- Has shown ability to work autonomously
- Has demonstrated increased proficiency in technical skills and knowledge
Position Title: OPS Program Assistant Level 1

Summary of Responsibilities:
This position will assist in the management of all areas in Facility Operations. This position will also serve as a mentor and model, providing leadership to all student staff. The candidate will be afforded a variety of opportunities within The Department of Campus Recreation including, but not limited to, special event management and participation in program area student hiring.

Program Area: Facility Operations
Supervision: Assistant Director of Facility Operations and Aquatics and Graduate Assistant of Facility Operations
Starting Hourly Pay rate: $12
Hours/Week: 12-19
Level: Additional Job (leadership team approval required)

Primary Duties:
- Assist in the hiring, training, supervision of Member Services & Operations Assistants (approx. 40 employees)
- Assist with the development and facilitation of Operation staff trainings, meetings, and continuing education
- Contribute to monthly staff in-services
- Coordinate student staff schedule utilizing scheduling software
- Establish and maintain weekly office hours
- Maintain cleanliness and organization of Front Desk, including stocking the necessary forms, passes, log sheets, etc.
- Keep mandatory in-service attendance records, scheduling follow-up meetings with Operations staff following a missed in-service or training
- Establish and maintain positive working relationships with supervisors in other Campus Recreation areas
- Maintain record of operations equipment inventory status
- Mentor student employees and provide continuous feedback
- Pursue continuous professional development opportunities
- Additional duties will be assigned to maximize the experience for the program assistant and the operations area

Required Qualifications:
- Consideration for this position will be given to students who are currently Building Supervisors, and are in good disciplinary standing.
- Have been employed by Campus Recreation for a minimum of 2 semesters.
Position Title: OPS Program Assistant Level 2

Summary of Responsibilities:
This position will assist in the management of all areas in Facility Operations. This position will also serve as a mentor and model, providing leadership to all student staff. The candidate will be afforded a variety of opportunities within The Department of Campus Recreation including, but not limited to, special event management and participation in program area student hiring.

Program Area: Facility Operations
Supervision: Assistant Director of Facility Operations and Aquatics and Graduate Assistant of Facility Operations
Starting Hourly Pay rate: $15
Hours/Week: up to 20
Level: Additional Job (leadership team approval required)

Primary Duties:
- Assist in the hiring, training, supervision of Recreation and Fitness Assistants (approx. 40 employees)
- Assist with the development and facilitation of Operation staff trainings, meetings, and continuing education
- Contribute to monthly staff in-services
- Coordinate student staff schedule utilizing scheduling software
- Establish and maintain weekly office hours
- Maintain cleanliness and organization of Front Desk, including stocking the necessary forms, passes, log sheets, etc.
- Keep mandatory in-service attendance records, scheduling follow-up meetings with Operations Assistants following a missed in-service or training
- Assist in training of new Recreation and Fitness Assistants
- Establish and maintain positive working relationships with supervisors in other Campus Recreation areas
- Maintain record of operations equipment inventory status
- Mentor student employees and provide continuous feedback
- Pursue continuous professional development opportunities
- Additional duties will be assigned to maximize the experience for the program assistant and the operations area

Required Qualifications:
- Bachelor’s degree
- Have been employed by Campus Recreation for a minimum of 2 semesters
**Position Title:** Marketing Program Assistant Level 2

**Summary of Responsibilities:**

**Program Area:** Marketing  
**Supervision:**  
**Starting Hourly Pay rate:** $15  
**Hours/Week:** up to 20  
**Level:** Additional Job (leadership team approval required)

**Responsibilities:**
- Assist with overseeing approximately up to 4 marketing student employees including: graphic designers, photographers, and marketing assistants. This includes hiring, training, supervising, scheduling, and evaluating.
- Develop, manage, and deliver a variety of marketing initiatives including advertising, promotions, branding, campus outreach, social media, email marketing, video/photography creation, and digital signage.
- Develop and critique graphic design projects such as posters, schedules, digital ads, and apparel designs.
- Assist with production and editing of marketing videos and photography.
- Serve as department marketing liaison to student stakeholders (i.e. - Registered Student Organizations, the student newspaper, Greek Life, etc.).
- Utilize Trello for graphic design, photography, and marketing program project management
- Assist in administering the department’s social media accounts utilizing Sked social scheduling platform
- Assist in website reviews and updates utilizing WordPress content management system
- Promote the department’s vision through the creation and execution of diverse and progressive marketing materials/promotions/tactics.

**Minimum Qualifications for Consideration:**
- Bachelor’s degree
- Have been employed by Campus Recreation for a minimum of 2 semesters
- Experience in program or event marketing/advertising
- Experience using Adobe Cloud Suite (Illustrator, Photoshop, InDesign, Lightroom, etc.)
- Experience in delivering social media content through various social media platforms in a work setting

**Preferred Qualifications:**
- Any combination of these skills: brand management, website content management systems, photography, and graphic design.
- Experience working within a campus recreation setting
- Experience using an online project management platform
- Experience using a social media scheduling platform