Operations Manager (Level Three)
Operations and Member Services

Opened in the summer of 2003, the Morris Recreation Center is a $12 million state-of-the-art recreation facility that is a focal point of campus life at A&M Commerce. The facility features the following activity areas: two multi-purpose basketball courts, a 45 foot climbing and bouldering wall, three lane jogging track, four multi-purpose racquetball courts, large fitness room with cardiovascular machines and weight equipment, fitness activity room, classroom, lounge, and men’s and women’s locker rooms. The outside area includes: heated leisure pool, two-tier hot tub, two sand volleyball courts, two outdoor basketball courts, picnic tables, barbeque pits, and a sunbathing area.

Our Mission:
The Department of Campus Recreation enriches student life and promotes wellness for the University and community by providing diverse recreational opportunities, facilities, and educational programs.

Primary Function: To provide leadership to on duty staff as well as manage the facility and patrons.

Position Primary Responsibilities:
- Represent the Professional Staff in their absence.
- Responsible for cash handling and reconciliation.
- Responsible for all the duties of Head Attendants and Attendants while on duty.
- Recording and maintaining the weekly manager report.
- Make continuous safety audits of the facility, equipment, and staff.
- Fully knowledgeable of the Emergency Operations Plan (EOP) and serve as the point person when executed.
- Personnel management of all employees and patrons within the facilities.
- Answer any inquiries and questions concerning the facility, department, and university.
- Enforce all facility, department, and university policies.
- Attend all required staff meetings.
- Assist in overall implementation of the recreation customer service model.
- Utilize opportunities set forth by the department for personal and professional development.
- Ability to actively listen, problem solve, and communicate with Professional Staff, attendants, and patrons.
- Other duties as assigned.

Required Qualifications: Applicant must be customer service oriented with an emphasis on team work and initiative. Have strong managerial as well as cash handling experience. Must be current student in good standing with the university and be able to work a minimum of nine hours a week.

Preferred Qualifications: Previous facility and personnel management experience. Individuals with customer service backgrounds; CPR, First Aid, and AED certifications.

Supervision: This position reports directly to the Graduate Assistant and Assistant Director of Operations and Member Services and is also managed by the Associate Director of Operations and Member Services.

Application/Selection Process: Applicants must submit a completed application and resume to the Morris Recreation Center front desk. Applications will be reviewed as positions become available. Selected individuals will be contacted for further information.

Compensation/Opportunities for advancement: Selected individuals will need to present a government ID as well as a social security card or passport as well as pass a background check in order to be employed by the department. Pay schedule can be found on the Human Resources website.