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 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 and hire)
- Must pass State of Texas background check.

Job requirements during employment with Campus Recreation

- 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 gain 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 clients 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 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:

- Most possess NCCA recognized personal training certification (Condition of employment or hire).
  - Condition of hire - must obtain certification before taking on clients.
  - Condition of employment – must maintain current PT Certification
  - ACE, NSCA, ACSM, NASM
- 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 maintain through employment
  - ACE, NCCA, Zumba, Yoga, NETA, SCW
- 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: Assistant Director of Facility Operations and Aquatics
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 obtain certification before working first shift
  - Condition of employment - must maintain current LG certification
- Ability to swim 100m utilizing either front crawl or breast stroke
- 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  
- Preform 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/ nights  
- 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 trainings 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
- Staff Campus Recreation information tables and distribute promotional materials at various Campus Recreation programs throughout the year
- Assist in developing and implementing marketing strategies and initiatives for Campus Recreation programs, the Morris Recreation Center, and departmental business operations.
- Work with Canva, Photoshop, 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, EMS calendar content, 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 to complete assigned tasks on time.
- Perform other duties as assigned.

Required Qualifications:
- Possess excellent writing and communication skills.
- Ability to multitask and complete projects in a timely manner.
- Demonstrated knowledge and understanding of the digital media landscape including working with various social media accounts, tools, and platforms
- Understanding of trends and popularities within the social media realm – design, functionality, and users
- Understanding of basic principles of public relations and/or marketing

Preferred Qualifications:
- Demonstrated design software experience in Adobe InDesign, Illustrator, and/or Photoshop.
- Work or academic course experience in marketing/advertising/public relations
- Academic concentration in Marketing, Advertising, or Public Relations
- Experience working with MAC computers
**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 print and digital marketing materials using Adobe Illustrator, Photoshop, and/or design software.
- Print, cut, laminate, and distribute/deliver posters and signage for departmental needs as directed.
- Assist in developing and implementing marketing strategies and initiatives for Campus Recreation programs, the Morris Recreation Center, and departmental business operations.
- Assist in updating website, EMS calendar content, 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 to complete assigned tasks on time.
- Maintain graphic standards of the University and the Department of Campus Recreation.
- Perform other duties as assigned.

**Required Qualifications:**
- Possess excellent writing and communication skills.
- Ability to multitask and complete projects in a timely manner.
- Good organization and computer skills.
- Design software experience in Adobe InDesign, Illustrator, and/or Photoshop.
- Experience working with MAC computers.
- Work or course experience in marketing/advertising/graphic design.

**Preferred Qualifications:**
- Understand branding guidelines and principles.
- Understand design principles such as hierarchy, typography, and layout.
- Experience in understanding and implementing social media strategies.
- Academic concentration in Marketing, Graphic Design, Advertising, or Public Relations.
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, the Morris Recreation Center, and departmental business operations.
• Work various departmental events which include evenings and weekends.
• Effectively use DSLR, lighting and audio production techniques and equipment operation.
• Perform production functions involving lighting and audio recording.
• Develop promotional videos and campaigns
• Responsible for numbering, 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.
• Perform other duties as assigned.

Required Qualifications:
• Able to work well with others
• Ability to multitask and complete projects in a timely manner
• Good organization and computer skills
• Must be skilled in Adobe Premiere or After Effects for video
• Must be skilled in Photoshop or Lightroom (preferable) for photos
• Experience working with Mac computers
• Work or course experience in photography, marketing, advertising, graphic design

Preferred Qualifications:
• Academic concentration in Photography, Videography, Marketing, Graphic Design, Advertising, or Public Relations.