

# Campus Recreation Facility Supervisor

## Position Description

Campus Life Classification: Level 3



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### QUALIFICATIONS

- Must be a UWS student with a 2.0 GPA or higher
- Preference given to work study
- Must be able to work well as a team player and independently
- Must have customer service skills
- Must obtain CPR/AED certification within first semester of employment
- Preference given to students who have previous work experience at a hockey arena or 2 years of employment in Campus Recreation

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### RESPONSIBILITIES

- Coordinate facility and concession needs for games, special events for Wessman Arena
- Attend staff trainings and monthly meetings as required
- Assist with training, supervising, and evaluating Facility Attendants
- Schedule Facility Attendants to meet the needs of the arena
- Supervise student staff in the absence of full-time staff
- Report employee misconduct, tardiness, or other performance related concerns
- Lead all policy enforcement and handle all incidents that may occur
- Assist in handling all emergency situations
- Perform general maintenance and cleaning
- Ensure safety of participants and employees by securing areas and equipment possibly contaminated by blood-borne pathogens until a FRW can handle the spill
- Notify proper authorities and full-time staff of all incidents, accidents, injuries, and emergencies
- Other duties as assigned

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### TIME COMMITMENT & TRAINING

- Minimum work hours 10 hours per week and maximum 28 hours per week
- Training to occur at beginning of employment and monthly meetings for the duration of employment

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### COMPENSATION

- \$8.00

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### REPORTS TO

- Steve Kirk, Assistant Director of Campus Recreation-Facilities

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### QUESTIONS AND SELECTION INFORMATION

- Contact Steve Kirk at (715) 394-8361 and/or [skirk@uwsuper.edu](mailto:skirk@uwsuper.edu)