

Campus Recreation Facility Attendant

Position Description

Campus Life Classification: Level 1



QUALIFICATIONS

- Must be a UWS student
 - Preference given to Work Study
 - Must be able to work well as a team player and independently
 - Must demonstrate customer service skills
 - Preference given to students who have previous work experience or course work in Health and Human Performance or Exercise.
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RESPONSIBILITIES

- Excellent customer service and enforcement of the MWC Facilities and Campus Recreation Program policies and procedures.
 - Verify access to the facilities or program by checking identification and/or control desk computer system
 - Check in/out equipment
 - Greeting customers with positive attitude
 - Providing information about the department of Campus Recreation and its programs
 - Assisting current members, patrons, and visitors with court reservation, activity registration, membership applications, facility tours, classroom needs, and facility reservations
 - Answering the telephone
 - Operating the Cash Register
 - Assist with special event setup
 - Maintaining lost and found
 - Assist in the enforcement of Campus Recreation policy and procedures
 - Assist in handling all emergency situations
 - Setup of equipment i.e. Badminton nets, volleyball nets, soccer goal, etc.
 - Assist injured participant and implement emergency procedures as needed
 - Intervene in disputes and actions of unsafe behavior
 - Reports all accidents and incidents to student supervisor
 - Perform general light duty maintenance of equipment in activity areas
 - Cleaning of fitness equipment to maintain a safe and sanitary environment
 - Other duties as assigned
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TIME COMMITMENT & TRAINING

- Minimum Work Hours of 5 hours/week and Maximum of 28 hours/week
 - Training to occur at beginning of employment and monthly meetings for the duration of employment
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COMPENSATION

- \$7.25/hour
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REPORTS TO

- Krisi Patterson, Assistant Director of Campus Recreation
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QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of Facility Attendant, please contact Krisi Patterson at (715) 395-4611 and/or kpatter1@uwsuper.edu