

University of Wisconsin-Superior
Campus Recreation
Recreation Attendant Job Description

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.
- Must obtain CPR/AED certification within one month of employment.
- Preference given to students who have previous work experience or course work in Health and Human Performance or Exercise Science.

Recreation Attendants:

The Recreation Attendants are responsible for providing customer service and enforcement of the facilities policies and procedures. The Recreation Attendant may be assigned to the Health & Wellness Center or Wessman Arena. The primary responsibilities include:

- Verify access to the facilities or program by checking identification and/or control desk computer system
- Check in/out equipment
- Greeting customers with a customer service attitude
- Providing information about the department of Campus Recreation and its programs
- Assisting patrons/visitors with court reservations, activity registration, membership applications and facility reservations
- Answering the telephone
- Operating the Cash Register
- Assist with special event setup
- Recording 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 goals, etc.
- Assist injured participant and implement emergency procedures as needed
- Intervene in disputes and actions of unsafe behavior
- Report all accidents and incidents to student supervisor
- Perform general maintenance and cleaning in activity areas
- Cleaning of fitness equipment to maintain a safe and sanitary environment
- Daily checks of equipment to ensure proper function and safety
- Other duties as assigned

Emergency Level - 2AS

Compensation: \$6.50/hr

The UW-Superior Campus Recreation Department is an Equal Opportunity employer committed to diversity in its people and programs. We will not discriminate based on race, religion, sex, gender identity, or expression. Please see the UW-System Administration Website for more details regarding employment at the University of WI-Superior.

http://www.uwsa.edu/bor/policies/bor_pols.doc