

**University of Wisconsin-Superior**  
**Campus Recreation**  
Student Supervisor 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 have customer service skills.
- Must obtain CPR/AED certification within 3 weeks of employment.
- Preference given to students who have previous work experience or course work in Health and Human Performance or Exercise Science.

**Student Supervisor:**

The Student Supervisors are responsible for providing leadership in dealing with conflicts, emergencies and enforcement of Campus Recreation policies and procedures. The Student Supervisor will oversee activity that takes place within recreation facilities. The primary responsibility is to ensure that participants are enjoying a clean and safe environment. These employees may be assigned to work in the areas of Intramurals, the Climbing Wall, Outdoor athletic fields, Wessman Arena, or the Health & Wellness Center. The primary responsibilities include:

- Attend staff trainings and monthly meetings
- Assist with hiring, training, supervising, and evaluating recreation desk attendants
- Perform opening and closing procedures for the facility
- Supervise student recreation 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
- Ensure safety of participants and employees by securing areas and equipment possibly contaminated by blood-borne pathogens until a Facility Repair Worker can handle the spill
- Notify proper authorities and full-time staff of all incidents, accidents, injuries and emergencies
- Complete appropriate documentation consistent with building policy
- 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 by supervisor

**Emergency Level - 2AS**

**Compensation: \$7.50/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.*

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