

# Campus Recreation Facility Attendant

## Position Description

Campus Life Classification: Level 1

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## 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](mailto:kpatter1@uwsuper.edu)