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.

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

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

COMPENSATION

- $7.25/hour

REPORTS TO

- Krisi Patterson, Assistant Director of Campus Recreation

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

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