



### University of Florida Department of Recreational Sports

The Department of Recreational Sports offers experiences that enrich the lives of the University of Florida community through excellence in facilities, fitness, sport, adventure and play. We are committed to advancing student success, developing leaders, and encouraging lifelong wellness.

### Requirements/Qualifications:

- Current American Red Cross CPR/AED/First Aid
- (Preferred) American Red Cross CPR/AED/First Aid Instructor or willing to earn
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Prior experience facilitating activities, skills, or topics and providing feedback
- Demonstrated communication and organizational skills
- Self-motivated with the ability to review and update standardized documents with an attention to detail

### RecSports Team Members Responsibilities

- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities
- Enforce RecSports policies and procedures to promote participant safety and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and post-incident procedures

### Area Specific Job Responsibilities:

- Assist in scheduling, auditing, and reporting of weekly Safety Inspections & Safety Audits
- Assist in the development, facilitation, and evaluation of continuing education presentations
- Maintain first aid supply inventory and recommend purchase of additional and/or replacement equipment
- Manage department CPR/AED/First Aid course registration, rosters, & completion records
- Directly manage AED tracking program utilizing Phillips Smarttrack System
- Maintain departmental CPR certification database of over 600 student employees
- Recommend purchase of additional &/or replacement Safety Course equipment
- Assist in conducting weekly Safety Inspections & Safety Audits, as needed
- Compile usage and participation data into monthly reports
- Contribute to Risk Management projects, monthly meetings, special events, hiring, etc.
- Other duties as assigned

### Compensation:

Each internship experience is unique to the interns' strengths, passions, and aspirations. Compensation is provided for work under the respective positions. However, other opportunities may present themselves or be sought out that will provide the intern with rich experiences & skillsets without monetary compensation (i.e. shadowing, participating in a training course, etc.)

**To Apply:** Please submit a cover letter and resume to Associate Director of Aquatics & Risk Management, Michelle December, at [mdecember@ufsa.ufl.edu](mailto:mdecember@ufsa.ufl.edu) **AND** submit an online application for Safety Associate position: <https://recsports.ufl.edu/about/student-employment/>.

### Application Timeline:

- Spring Internship: Application due on the last Friday in October
- Summer Internship: Application due on the first Friday in March
- Fall Internship: Application due on the last Friday in June