

University of Florida Department of Recreational Sports

The Department of Recreational Sports offers experiences that enrich the lives of University of Florida students through excellence in facilities, fitness, sport, adventure, and play. We are committed to fostering leaders, encouraging life-long healthy lifestyles, and developing meaningful relationships.

Requirements/Qualifications

- University of Florida student
- Current RecSports employee.
- Preferred: Majoring in a health-related field or interest in health and safety
- Demonstrated communication and organizational skills.
- Self-motivated with the ability to review & update standardized documents with attention to detail.
- Proficiency with Microsoft Office

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:

- Manage departmental First Aid/CPR/AED course registration, participant communication, & completion records.
- Maintain departmental First Aid/CPR/AED certification database of over 600 student employees.
- Assist in managing departmental First Aid Supply Inventory.
- Inspect, update, and record monthly tracking for 16 departmental AEDs.
- Inspect, maintain, and recommend purchases of instructional CPR/AED/First Aid equipment.
- Collect, prepare, and process biohazard materials for all RecSports facilities monthly.
- Assist in review and processing Accident Report Forms; in compliance with FERPA guidelines.
- Actively participate in all assigned projects, meetings, special events, etc.
- Monitor Risk Management email.
- Perform all other duties as assigned by Aquatics & Risk Management Administrative Team

Compensation:

Compensation is provided for work completed under the Safety Associate role. Administrative work completed during scheduled office hours is not compensated. However, other opportunities may present themselves or be sought out that will provide the intern with rich experiences & skillsets without monetary compensation (departmental committees, hiring, staff evaluations, etc.)

Apply:

Please submit a cover letter and resume to Associate Director of Aquatics & Risk Management, Michelle December, at mdecember@ufsa.ufl.edu

Application Timeline:

- Spring Internship: Application due on the last Friday in September
- Summer Internship: Application due on the last Friday in February
- Fall Internship: Application due on the last Friday in May