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.

Professional Skill Development Opportunities
1. Event Coordination, Logistics, and Management
2. Customer Service
3. Assessment & Evaluation
4. Public Speaking/Professional Communication

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
▪ All RecSports employees are expected to abide by the department-wide accountability process that clarifies shared expectations and standards in effort to best serve our patrons, develop each team member, and prepare student employees for future career endeavors.

Area Specific Job Responsibilities
▪ Assist in processing reservations for Lake Wauburg North & South Shore facilities and programs
▪ Assist with coordinating and overseeing large-scale events such as Music at the Lake, Great Berry Round-Up, Wake Fest, etc.
▪ Track income and expenses for facility reservations for long-term reporting
▪ Coordinate logistics with reserving groups and provide day-of event coordination and customer service
▪ Design and implement evaluation and assessment tools to measure patron experience
▪ Aid in outreach and marketing, including tabling events, flyer distribution, marketing requests, etc.
▪ Perform other duties as assigned by Lake Wauburg staff

Requirements/Qualifications
▪ University of Florida Undergraduate or Graduate student
▪ Demonstrated communication and organizational skills
▪ Self-motivated with attention to detail
▪ Proficiency with Microsoft Office (Word, Excel, PowerPoint)

Compensation
This opportunity will provide rich experiences without monetary compensation.

Application Timeline
▪ Spring Internship: Application due on a rolling basis during the Fall semester
▪ Summer Internship: Application due on the last Friday in February
▪ Fall Internship: Application due on the last Friday in May