

### University of Florida Department of Recreational Sports

We enhance the UF community by encouraging the development of the whole person. We inspire self-discovery and foster a sense of belonging through inclusive recreational experiences.

### Professional Skill Development Opportunities

1. Facility Management
2. Policy & Procedure Development, Enforcement, and Assessment
3. Event Coordination, Logistics, and Management
4. Public Speaking
5. Human Resources – hiring, training, evaluating staff

### 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 RecSports Student Staff Code of Conduct 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.

### Facility Operations Intern Responsibilities

- 50% - Train and work on the fitness floor as an Operations Associate. Responsibilities include ensuring the smooth and efficient operations of each of the three facilities operated by the Department of Recreational Sports. Oversee and monitor facility access, equipment check-out, policy enforcement, and risk management.
- 15% - Complete assigned special projects focused on different aspects of facility management including equipment inventory, building and program participation assessment, communication techniques, staff development and retention, etc.
- 15% - Assist with logistics, development, promotion, and assessment for special events.
- 5% - Assist in planning for monthly staff meetings for 100 student staff including the development and delivery of a continuing education activity.
- 5% - Serve on the hiring committee for the Intern, Operations Associate, or Operations Supervisor position. Assist with development of new hire training program for upcoming semester.
- 5% - Assist with departmental annual inventory project.
- 5% - Other duties as assigned.

### Requirements/Qualifications

- Degree-seeking student at the University of Florida. Preference may be given to students seeking a degree in sports or health related field. Must be seeking course credit for internship.
- CPR/AED/First Aid certified or ability to obtain certification within 30 days of hire date.
- Availability to attend training. Official internship will commence on the first day of classes and conclude the last day of classes.
- Ability to work on weekdays between 8am-5pm.
- Availability to work some nights and weekend hours.
- Proficiency with Microsoft Office and web-development software.

### **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