

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. Human Resource Management
2. Event Coordination, Logistics, and Management
3. Inventory Management
4. Assessment & Evaluation
5. Public Speaking/Professional Communication

RecSports Team Member 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

Unit Specific Job Responsibilities

- Fulfill RecSports uniform requests and process uniform returns
- Aid in the onboarding process for 120-200 new student employees each semester by developing and updating new employee checklists, interview guides, and training modules
- Assist with the facilitation of Launch Meetings for new hires
- Manage the Employee of the Month process and submissions
- Manage the Resume and Cover Letter review process
- Manage the student staff roster on the Student Staff Facebook Page and the RecSports in Motion Canvas Course
- Provide support to Talent Management event planning and staff appreciation efforts
- Assist with the development of student staff recruitment campaigns
- Actively participate in the RecSports Student Leadership Council which focuses on improving the student employee experience
- Assist with managing the Student Staff Website
- Assist the Coordinator/Associate Director in coordinating large-scale departmental events
- Perform other duties as assigned by Talent Management Administrative 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)