

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

RecSports Fall Kick-Off 2024: Tuesday, August 20 8am – 3pm

- Fall Kick-Off is our all-staff event to discuss department-wide updates, facilitate unit training sessions, as well as cultivate community and positive energy within our RecSports team. All RecSports Student Staff are expected to attend and will be paid for their training time.

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)