

**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.
- 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.

**Pay Rate**

\$11.00 per hour

**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**

- Assist in the development and execution of RecSports marketing plans.
- Marketing materials include: RecSports: The Magazine, bulletin boards, posters, Facebook Fan Page, giveaways/promotional items, Web buttons, marquees, e-mail blasts, The Alligator/Reitz calendars, press releases, Gator Times submissions etc.
- Working with advertisers for RecSports: The Magazine and sponsors for events
- Assist in the promotion of RecSports through Preview Orientation presentations
- Working in a team environment alongside designers, Web developers and project managers in a professional-client environment
- Maintain professional relationships with clients, co-workers, and associates.
- Always display responsible and quality work ethic
- Willingness to embrace learning opportunities.
- Fulfill scheduled tasks/projects in a timely manner by meeting deadlines.
- Maintain scheduled office hours.
- Contribute 10 or more hours per week.

**Requirements/Qualifications**

- University of Florida student
- Previous marketing experience desired
- Strong writing skills
- Proficiency in Microsoft Office programs (Word, Excel, etc.)
- Working knowledge of Adobe Creative Suite programs is a plus.
- Complete and maintain UF online certifications in GET803, OOC101, PRV802, ITT102, GET811.