

**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.

**Unit Specific Job Responsibilities**

- Oversee/Supervise student staff including Marketing Assistant, Graphic Designers, Webmaster, Videographer, and interns.
- Assist in the development and execution of RecSports marketing plans.
- Meet with other units to determine marketing needs.
- Coordinate RecSports Street Team and determine outreach opportunities for RecSports events and activities.
- Work with advertisers for RecSports: The Magazine and events
- Coordinate sponsorship opportunities with Marketing Coordinator based on programs' needs.
- Assess, manage and analyze large scale marketing campaigns.
- Work with Graduate Assistants in the promotion of RecSports through Preview Orientation presentations
- Copy edit projects, posters, magazine content and all other text as necessary.
- Write press releases as stated by Marketing Coordinator
- Review Web site for accuracy and relevancy, updating when needed.
- Send announcements as needed to campus entities/RecSports listservs updating events, activities as determined by Marketing Coordinator
- Maintain marketing materials alongside Marketing Assistant including: 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.
- Maintain professional relationships with clients, co-workers and associates.
- Display responsible and quality work ethic at all times.
- Willingness to embrace learning opportunities.
- Fulfill scheduled tasks/projects in a timely manner by meeting deadlines.
- Marketing point of contact in the absence of Marketing Coordinator
- Maintain scheduled office hours.

**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 preferred.
- Complete and maintain UF online certifications in GET803, OOC101, PRV802, ITT102
- Good standing within the University of Florida and the Department of Recreational Sports. Please note, each candidate's status within the RecSports Student Staff Code of Conduct will be considered when reviewing applications.

