

Description

Recreation Managers serve as paraprofessional staff representing the professional staff and assuming managerial responsibility for the Department of RecSports facilities and programs during non-business hours. They are the leadership link between department programs, services, facilities and professional staff and are expected to foster an environment of teamwork and collaboration among all student staff and programs. Recreation Managers have a high level of responsibility to ensure that all programs and facilities are operated according to risk management standards, program/area specific policies, guidelines and expectations and uphold the RecSports Mission, Vision and Values.

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.

Hourly Rate

- \$13.50 per hour

Unit Specific Job Responsibilities

- Act as a RecSports representative at all times with an extensive knowledge of RecSports and University programs during non-business hours (after 5 p.m. and weekends)
 - Provide overall leadership to RecSports facility and program staff areas
 - Be familiar with all aspects of the facilities, programs, policies, and procedures to facilitate efficient operation
 - Respond to questions, problems/issues, complaints and suggestions as given by participants and RecSports staff
 - Assist the Department with special projects
- Supervise and serve as a role model for the Recreational Sports student staff
 - Provide effective, knowledgeable support to all student staff and program areas within the Department of Recreational Sports
 - Serve as the primary support for all student staff and programs during non-business hours
 - Ensure excellent customer service is being delivered
 - Model, promote and consistently enforce RecSports policies
 - See that all RecSports student staff are present and at their assigned area as scheduled
- Ensure safe and responsible operations of Recreational Sports programs and facilities at all times
 - Complete appropriate checks at the beginning, during and end of shift
 - Ensure all facilities have been properly locked/unlocked and are staffed
 - Conduct radio checks with all areas
 - Monitor/regulate appropriate radio use
 - Complete a shift report email form on status of areas and incidents, then submit electronically to necessary parties

- Monitor all facilities for maintenance issues
 - Document maintenance issues, address appropriate issues during shift, email issues to relevant professional staff
 - Monitor the potential risks in an environment and determine whether a space may remain open
- Assist other staff areas with the preparation and operation of their program area as needed
- Respond to injuries and assist in immediate first aid and proper emergency procedures
 - During major emergencies take primary responsibility for management of the situation, notify all persons in the affected facilities and other campus departments if necessary and direct evacuation of the facility
 - Provide support and guidance for emergency situations
 - Follow up on radio emergency calls and check to see that documentation is completed
 - Be on site to assist in all communications with UPD, as well as assisting with crowd control and prompt relay of information to professional staff following the incident
- Provide ongoing and in-service training for student staff
 - Assist with fall training and other aspects of RecSports in Motion
 - Conduct development walks with Associate and Supervisor level staff members, emphasizing the Cornerstones of RecSports Service
 - Participate in program area specific training as requested

Requirements/Qualifications

- First Aid, CPR, AED certification or ability to attain it within first week of employment
- Interest in recreation, fitness, and campus involvement
- Availability to work nights and weekend hours
- Availability to work one permanent weekend shift each week, plus rotating weekend on-call hours
- Supervisor experience preferred, but not required
- Must have valid driver's license and clean driving record
- Complete and maintain UF online certifications in GET803, OOC101, PRV802, ITT102, GET811.
- 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.