

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

Recruitment and Onboarding

- Develop and implement strategies for RecSports hiring campaigns to recruit student applicants
- Assist with facilitating Launch Meetings to orient new RecSports team members to the organization
- Create and maintain guides for new hires to leverage during the onboarding process

Training/Development

- Develop and coordinate professional and personal staff development programs/in-services for student staff and the leadership team
- Assist with coordinating details for the RecSports Fall Kick-Off
- Aid in the oversight of the new employee orientation "Rookie's Edition" program to ensure consistent information and preparation is provided to all new employees

Recognition and Retention

- Lead employee appreciation and recognition events such as Staff Appreciation Week, RecSports Breakfast Bash, Spring Kick-Back, and the RECSPY's
- Develop ongoing recognition initiatives for student employees (Employee of the Month, etc.)
- Create and develop new methods to improve staff performance, morale, and engagement

Leadership

- Assist in leading the Student Leadership Council meetings and coordinating their initiatives
- Manage the application and selection process for the Talent Management Intern and Program Assistant positions
- Supervise and develop the Talent Management Intern/Associate (if applicable)

Ongoing Administrative Details

- Manage the uniform inventory by processing new and returned uniform items
- Manage the giveaway inventory for student staff appreciation and events
- Manage the Student Staff Website and Instagram content
- Perform other duties as assigned by Talent Management Administrative Staff
- Manage the student staff roster on the Student Staff Instagram and the RecSports Student Staff Canvas Course
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Requirements/Qualifications

- Must be enrolled in an undergraduate or graduate program at the University of Florida
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service
- Effective interpersonal communication skills and presentation skills

- Interest in student staff development and collegiate recreation preferred
- 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.