

### 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
- 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

\$16.00

### Unit Specific Job Responsibilities

The Program Assistant (PA) plays an integral role on the Youth Programs leadership team and serves as a leader and role model to our Youth Programs Camp Counselor. The Youth Programs *Administrative Operations* PA is responsible for helping to manage communications related to summer camps and assist in camp preparations. This position will primarily work on behind-the-scenes camp operations, which serve youth participants, ages six to twelve years old, by fostering experiential opportunities throughout the daily schedule of camp activities at various locations. These opportunities include, but are not limited to: teambuilding, sport-development, fitness and wellness practices, nature immersions, and artistic adventures. Some of the regular responsibilities of this Program Assistant are:

- Assist with the selection, training, scheduling, supervising, and evaluation of Youth Programs Camp Counselors
- Work Camp Counselor shifts when needed due to emergencies or gaps in scheduling
- Works with RecSports Professional Staff on the pre-planning and preparatory work relating to camp operations
- Prepare documents, reports, materials, and processes needed to manage weekly summer camps
- Assure all paperwork is kept accurate including but not limited to: attendance, rosters, contract lists, etc.
- Review daily shift reports and take appropriate action for each report
- Display outstanding customer service and interpersonal skills when speaking with campers and their families
- Manage phone and email communications for Youth Programs and answer questions from community members regarding summer camps
- Contact interested parties regarding any issues with camp registration
- Assist in the evaluation and record keeping of materials pertaining to camp resources, staff, and campers
- Additional responsibilities as needed and assigned

### Preferred Qualifications:

- Demonstrated communication, organizational, and leadership skills
- Demonstrated ability to lead teams, instill accountability, teach, and inspire staff peers
- Demonstrated ability to adapt in changing environments
- Interest in the logistics and planning that goes into youth programming
- 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.
- Experience in youth programming or summer camps is not required, but is preferred

**Requirements:**

Applicants must meet the following requirements:

- Must have reliable mode of transportation to Southwest Recreation Center, Student Recreation Center, and Lake Wauburg
- Must have current CPR, First Aid, and AED certification or be able to obtain within 30 days of hire
- Will be required to successfully complete a level 2 background check
- Maintain a clear criminal record
- Comfortable working in heat and moving for long periods of time
- Ability to work harmoniously with the staff, youth, and their families
- Able to work 10-20 hours a week based on workload during the spring semester, and up to 31 in the summer
- Remain compliant on all required trainings (including but not limited to: GET803, ITT102, OOC101, PRV802, YCS800, GET811.
- Availability to work a regular schedule for 6 hour stretches Monday-Friday 7:30a-6:00p, including in the summer and over academic breaks