

### **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.

### **RecSports Fall Kick-Off 2025: Tuesday, August 19**

- 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.
- Fall Kick-Off is scheduled for August 19, 2025. Please mark your calendars as this is mandatory for all-staff! In addition, please hold your calendars for August 15-20, 2025 for mandatory unit-specific trainings

### **Hourly Pay**

- \$14.50

### **Unit Specific Job Responsibilities**

- Coordinates all aspects of recruitment, education, and training of CORE personnel:
  - Schedules paddling, backpacking, and additional field trainings for CORE personnel
  - Manages Outdoor Leadership Course
  - Handles all email communication regarding education and recruitment
  - Manages all Outdoor Skills Workshops (Scheduling, Fusion, etc.)
  - Coordinates WFR training with Florida Outdoor Academy
  - Ensures all staff is current in all certifications required for trip leadership
  - Writes and or modifies policies and procedures involving Education
  - Trains staff
  - Assists in the development of policies and procedures in other units.
  - Attends RecSports Special Events

### **Requirements/Qualifications**

- First Aid, CPR, AED certification or ability to attain it within first week of employment
- Interest in campus recreation field as a career is preferred
- Demonstrated communication, organizational, and leadership skills
- Commitment to customer service and effective interpersonal communication skills
- Able to work an average of 11.5 hours per week and up to 20 hours a week, based on workload
- 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.



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### **Unit Specific Job Responsibilities**

- Coordinates all aspects of the trip schedule, daily operation, logistics, and trip risk management:
  - Creates trip schedules including Overnight Wilderness, Day Adventure, Outdoor Leisure, and Weeknight Adventures for each semester
  - Makes trip reservations in a timely manner
  - Schedules Leaders to trips
  - Inputs all trips on Fusion
  - Manages marketing for all trips
  - Provides quality customer service and communication to all patrons
  - Schedules Leader Preparation Talks, Pre-trip Meetings and Post-trip De-briefs
  - Monitors weather for outgoing trips
  - Communicates with land management entities
  - Maintains permit requirements
  - Organizes, communicates, and distributes trip materials to trip leaders
  - Acts as secondary emergency contact for all trips
  - Updates personnel files with trainings, field experience, certifications, and meeting attendance
  - Assigns vans to trips
  - Writes and or modifies policies and procedures involving trips
  - Trains TRiP Leaders on proper trip procedures
  - Hold TRiP Leaders accountable for following the Discipline Standard Operation Procedures
  - Oversees Marketing Task Force
  - Plans semesterly registration events
  - Assists in the development of policies and procedures involving TRiPs
  - Attends RecSports Special Events
- Other duties as assigned

## Requirements/Qualifications

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- Interest in campus recreation field as a career is preferred
- Demonstrated communication, organizational, and leadership skills
- Commitment to customer service and effective interpersonal communication skills
- Able to work an average of 15 hours per week
- Preferred experience as a TRiP Leader
- Preferred availability over summer
- Preferred experience with Excel
- Good standing within the University of Florida and the Department of RecSports. Please note, each candidate's status within the RecSports Student Staff Code of Conduct will be considered when reviewing applications.

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### **Unit Specific Job Responsibilities**

- Coordinates all aspects of CORE equipment use and maintenance:
  - Inventories all equipment
    - Adds new equipment to fusion
    - Indicates equipment status in fusion
    - Removes equipment from fusion when retired
    - Ensures fusion record matches with current equipment inventory
  - Repairs and cleans equipment as necessary
  - Orders replacement equipment as necessary
  - Checks out equipment to trip leaders
    - Assigns to lead guide
    - Stages equipment for trip departure
  - Checks in equipment from trip leaders
    - Ensures all equipment is clean and dry before stowed
    - Inspects equipment for damage
    - Checks in equipment
  - Organizes equipment
  - Ensures equipment is rotated to preserve equipment lifespan
  - Writes and or modifies policies and procedures involving equipment
- Coordinates all aspects of gear rental program and the CORE Associate employee team:
  - Maintain a complete CORE Associate staff and schedule associates appropriately
  - Construct a comprehensive beginning of the year training for all CORE Staff
  - Facilitate biweekly CORE Associate meetings to communicate policy changes and offer continued education and training

- Supervise CORE Associates and hold them accountable for following the CORE Discipline Standard Operation Procedures
- Oversee daily operations by constructing a comprehensive document for CORE Associates to refer to for General Announcements, Daily Links and Shift Checklists
- Maintain communication with CORE Associates through daily shift reports
- Ideate ways to improve existing procedures to make the CORE Associate job run more smoothly and improve the patron experience
- Maintain cleanliness and organization throughout the CORE facility and warehouse
- Writes and or modifies policies and procedures involving rental gear
- Trains CORE Associates
- Assists in the development of policies and procedures in other units
- Attends RecSports Special Events
- Other duties as assigned

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- Interest in campus recreation field as a career is preferred
- Demonstrated communication, organizational, and leadership skills
- Commitment to customer service and effective interpersonal communication skills
- Able to work 15 hours per week
- Preferred experience as a CORE Associate
- Preferred availability over summer
- 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.