

### 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

\$13.50

### Unit Specific Job Responsibilities

#### Inventory Management

- Conduct departmental Safety Inspections to manage organization and inventory of First Aid Kits, AEDs, Biohazard Bins, and Clean Up Kits at all RecSports designated facilities
- Inspect, maintain, and recommend purchases of first aid supplies and training equipment
- Collect, prepare, and process monthly biohazard materials for all RecSports facilities.
- Manage monthly record tracking of all RecSports AEDs

#### Leadership/Development

- Manage departmental First Aid/CPR/AED course registration, participant communication, and completion records
- Assist in the development of Risk Management training and education materials to maintain the appropriate safety standards throughout RecSports facilities.
- Teach First Aid/CPR/AED courses, if certified

#### Administrative

- Compile and maintain First Aid/CPR/AED electronic records and personnel communication for over 600 student employees
- Manage First Aid/CPR/AED Fusion and RSConnect website content.
- Manage inquiries and responses from departmental Risk Management email
- Perform all other duties as assigned by Aquatics & Risk Management Administrative Staff

### Requirements/Qualifications

- University of Florida student
- Contribute 10-12 hours/week
- Demonstrated communication, organizational and leadership skills
- Required: Current Certification in First Aid/CPR/AED
- Interest in safety in sports and 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.