

# CAMPUS REC

## **Student Building Supervisor**

**8-20 hours/week • \$16.40/hour**

2-3 Positions Available – Start Date: Within 2 Weeks

### **Duties and Responsibilities**

- Act as a Campus Recreation paraprofessional staff during hours of operation with an extensive knowledge of the Department and its programming.
- Be familiar with all aspects of the buildings, programs, policies and procedures to facilitate efficient operation.

### **Expectations**

- To maintain any valid certifications that is required of your position.

### **Typical Working Hours**

- The hours of the Recreation Center are roughly 6am – 10:30pm weekdays and 8am-7pm Saturdays and 10am-9pm Sundays. An employee's schedule is created around their academic schedule. Consideration may be given to other work schedules at supervisor's discretion. Employees are expected to be available for 3-4 hour blocks of time to work a shift.

### **Working Conditions**

- Location of work – Moving throughout Recreation Center
- Type of work – Moving through Recreation Center. Talking with members and staff. Occasional lifting.
- Uniform –staff shirt, nametag, jeans/khakis pants or non-workout shorts and closed toed shoes.

### **Facility Management**

- Location of work – Moving throughout Recreation Center Enforce all department and facility policies.
- Ensure that the building and activity areas are opened at appropriate times including all lights, equipment are on ready for patrons to use.
- Responsible for securing the facility as closing time including making sure all patrons have exited the facility, tidiness of activity areas and all exits are closed and locked.
- Compile shift reports and document all injuries and incidents.
- Take regular tours of all facilities to check in with all student personnel, looking for facility malfunctions, safety hazards, improper departmental operations and maintaining participant counts in specified areas. Document and report as needed.
- Responsible for key access to all doors in the recreational spaces.

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- Ensure safety procedures are carried out in the facility as well as identifying (and potential) hazards that could cause harm to patrons.
- Setting up of equipment in all activity areas depending on the needs of the facility schedule.
- Ensure the general cleanliness of the facility
- Responsible for supplies and equipment are returned to proper storage locations after use.
- Serve as the Campus Rec contact for PREM in the case of a facility concern.

## **Staff Supervision**

- Serve as the primary support for all student staff and programs during times when professional staff are not immediately available.
- Provide effective and knowledgeable support to all staff and program areas within the department of CREC.
- See that all Student Employees are present and at their assigned area as scheduled.
- Provide initial response to questions, problems, complaints and suggestions as given by personnel.
- Assist staff areas with the preparation and operation of their program area as needed.
- Verify that Member Services cash handling/till procedures are compliant with departmental standards
- Provide a welcoming and inclusive environment for staff.
- Mentor and support student staff to achieve excellence in their work.

## **Customer Service**

- Respond to questions, problems, complaints and suggestions given by participants.
- Provide a welcoming and inclusive environment for participants so everyone feels welcome and valued.
- Serve as a mediator in the case of conflict arises between patron in the facility.

## **Event Support**

- Assist in set up, take down and oversight of CREC special event equipment as needed.
- Meet with the Facility Coordinator and programming staff prior to events to gain knowledge and information concerning CREC special events.

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## Incident Response

- If student employees are absent, find or reassign individuals to maintain appropriate staffing.
- Respond to injuries and assist in immediate first aid or proper emergency procedures.
- Report problems such as plumbing, lighting, electrical, HVAC, custodial to Campus Safety who will contact appropriate response personnel.
- During major emergencies take initial responsibility for management of the situation - notify all persons in the affected facilities or other departments if necessary and direct evacuation of the facility.
- Facilitate the evacuation process for the Rec Center portion of the facility.
- Problem solve, help resolve conflicts or answer questions that arise in the facility.

## Minimum Qualifications

- Demonstrate the Campus Recreation SPIRIT as an employee of a program or operations area within the department.
  - Skills – Ability to master the position responsibilities, protocol and procedures
  - Passion – Enthusiasm for position, department and wellness
  - Initiative – Ability to take charge of situations and direct change appropriately
  - Reliability – Accountable for work schedule and effectively completing tasks
  - Interaction – Works well with others and engages customers
  - Trainable – Willingness to be active in the learning opportunities presented
- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check.**

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## Preferred Qualifications

- Previous work experience with CREC
- Ability to resolve conflicts involving patrons
- Outstanding customer service skills
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures.
- Excellent written and verbal communication skills
- Ability to manage/train and supervise student employees
- Working knowledge of the recreation facilities, equipment and programs
- Ability to lift and move equipment weighing up to 50 pounds

## Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](#) at ckwong@pdx.edu.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

**Deadline for Submission: Wednesday, April 24, 2024 at 11:59 p.m.**