FLASH Inclusive Rec Monitor
3 hours/week fall term
6-10 hours/week beginning winter term • $9.05/hour

The Inclusive Rec Supervisor will oversee a variety of Inclusive Rec programming including but not limited to goalball, wheelchair basketball, and sit volleyball. This is a chance to work with a variety of people and learn about some nontraditional activities. The Inclusive Rec Monitor will learn the rules of a variety of sports and will assist in planning, programming, and overseeing the programs hands on. Most of the hours are on Saturday morning/early afternoon as well as some Friday evenings and a couple of other hours during the week. This is an exciting job opportunity to expand your skill set.

DUTIES AND RESPONSIBILITIES
- Supervise Inclusive Rec activities on Saturdays (7:45AM – 1:15PM); Sports are goalball and wheelchair basketball typically
- Supervise open Inclusive Rec times during the week; primarily Mondays and Thursdays from 3:00-5:00 PM and Friday evenings 5:00 – 7:00 PM
- Setup for Inclusive Rec activities such as goalball court and goals, sit volleyball net, pull sports chairs, etc
- Learn the rules of a variety of sports and be able to explain them to participants; monitor the play of these sports
- Transfer participants when needed in and out of sports chairs
- Interact and encourage participants to try new activities
- Assist in planning for first Friday activities such as intro to wheelchair tennis, wheelchair table tennis, sit volleyball, wheelchair basketball, blind soccer, etc
- Supervise mini-tournaments in a variety of sports such as wheelchair basketball or sit volleyball
- Set up for a variety of adaptive sports such as goalball or sit volleyball

EXPECTATIONS
- Report all pertinent information to the Student Coordinator through a shift report including but not limited to numbers of participants, any maintenance needed on chairs or equipment, and highlights of shift
- Serve as a positive and responsible ambassador for all of Campus Rec
- Attend all weekly meetings for Inclusive Rec
- **Must be willing to be trained in a variety of adaptive sports**
- **Be able to transfer participants and set up courts**
- Students must successfully complete a background check.

TYPICAL WORKING HOURS
Friday evenings 5:00PM – 7:00 PM, Saturdays 7:45 AM – 1:15PM, and 2 hours during the week for regular meetings and to assist with coverage at Inclusive Rec events

WORKING CONDITIONS
- Office, Recreation Center courts, outside, and other locations where Inclusive Rec occurs
- This will be hands on and some lifting will be required
- Staff shirt, closed toed shoes, and name tag required

**MINIMUM QUALIFICATIONS**
- Current Portland State University degree seeking student with freshman class standing (defined as having fewer than 30 completed college credits)
- Maintain minimum enrollment of 6 undergraduate credits for three out of four terms in the year
- Minimum 2.0 grade point average and maintain good academic standing during employment
- Positive attitude
- Commitment to Campus Rec’s mission statement
- **Students must be available for multiple mandatory trainings**
  - *See below for times and dates*
- American Red Cross standard first aid and CPR/AED for the professional rescuer certifications or obtain within 4 weeks of hire
- Outgoing and enthusiastic person is needed to interact with other Inclusive Rec staff and participants
- Be able to help transfer participants and set up courts and activities such as goalball, sit volleyball, and a variety of wheelchair sports

**PREFERRED QUALIFICATIONS**
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Demonstrated positive customer service
- Willingness to learn new sports and ways to adapt on the fly

**Mandatory FLASH Employee Trainings**

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<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>Training</th>
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<tbody>
<tr>
<td>Saturday, 11/2/2013</td>
<td>9am to 2pm</td>
<td>FLASH Training</td>
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| Friday, 11/15/2013 | 9:30am-11:30am OR 12-2pm OR 2:30pm-4:30pm | New Employee Orientation
*Choose one Time*
| Monday, 11/16/2013 | 10am-6pm                      | FLASH CPR Training                |
| Tuesday, 12/17/2013| 10am-1pm                      | FLASH First Aid                   |
| Friday, 1/3/2014   | 9am-2pm                       | FLASH Training                    |
| Friday, 12/6/2013  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 1/17/2013  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 1/31/2014  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 2/14/2014  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 2/28/2014  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 3/14/2014  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 4/4/2014   | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 4/18/2014  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 5/2/2014   | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 5/16/2014  | 11am-1pm                      | Monthly Cohort Meeting            |
| Friday, 5/30/2014  | 11am-1pm                      | Monthly Cohort Meeting            |