Position Description

TITLE: Student Worker, Building Assistant

RESPONSIBILITIES:
Building Assistants will focus on preparing and maintaining the gym courts and other areas of the facility for member and guest use. This includes the enforcement of policy and procedures, maintaining safety and cleanliness, and providing exceptional service to members and guests. This position will support the Building Supervisor in management of day-to-day operations, special event management, and customer service of the gym courts. Successful candidates must ensure members, prospective members, rental groups, and guests are presented with a safe and enjoyable environment.

- To fulfill the Campus Recreation mission to create the best experience for each individual we serve
- Monitor participants to prevent aggressive behavior and de-escalate potential hostile situations, especially on the gym courts
- Serve as a first responder in emergency situations, especially on the gym courts
- Assist in completing incident/accident reports
- Assist with the setup/teardown and execution of events and rentals (external/internal) on gym courts including but not limited to basketball, volleyball, badminton and Futsal.
- Enforce Campus Recreation policies and procedures
- Answer questions about the facility and events
- Be knowledgeable about the daily operations and facility schedules of the Campus Recreation Center especially pertaining to the gym courts
- Assist guests and members with the use of lockers located by the gym court and troubleshoot issues including forgotten combinations
- Ensure the gym courts are a clean and safe environment by including periodically dry mopping, cleaning backboards, replacing nets or backboard foam pads, reporting facility issues to the Building Supervisor, and encouraging usage of the lockers
- Attend staff meetings and trainings hosted by Campus Recreation
- Other duties as assigned

MINIMUM QUALIFICATIONS:
To be considered for this position you must meet the following requirements:
- Is at least 16 years of age
- Enrolled at a post-secondary institution or a secondary school at least part-time (one (1) or more credit hours if at a post-secondary institution), except for summer term, or will be a registered student during the next academic term
- American Red Cross First Aid/CPR/AED for Professional Rescuers
ADDITIONAL QUALIFICATIONS CONSIDERED:
• Ability and willingness to enforce policies and handle conflict
• Strong customer service and communication skills
• Ability to critically think and problem solve challenges in a high pressure setting
• Ability to stand/walk and navigate the facility for long periods of time
• Able to lift and carry up to 50 pounds or more
• Ability to handle several tasks at once with frequent interruptions
• Knowledge of basketball and other court sports

AVAILABILITY:
Flexible scheduling – need to be available during days, nights, and weekends

LOCATION:
Main Campus – Campus Recreation Center

SALARY:
Hourly Rate - $9.40/hour