Title: Armory Facility Staff

Job Code: IS5

Workgroup: Facilities/Intramural Sports

General Purpose of Position: Support the operation of the Reckord Armory facility and the execution of the Intramural Sports program.

Responsibilities of the Position:
- Responsible for the day to day operations of the Armory Gymnasium and Intramural Front Desk
- Answer all calls to the front desk
- Receive all visitors to the front office
- Answer RecWell and Intramural questions
- Equipment check-out (basketballs, volleyballs, etc.)
- Keep all activity areas clean and organized (front desk counter, gym)
- Monitor and report Armory Gym use
- Prepare the Armory Gym for participant use during Informal Recreation events
- Checking ID’s at Armory Gym entrance
- Assess and properly respond to emergencies
- Inspect all RecWell equipment used during Informal Recreation activities to provide for cleanliness and participant safety
- Assist the Intramural Sports professional in preparation and administration of all special events activities

Qualifications:
- Must be currently enrolled student at the University of Maryland, College Park
- Ability to perform occasional manual labor including cleaning and moving of equipment
- Ability to obtain CPR/First Aid certification

Supervised by: Coordinator, Intramural Sports & Camps

Starting Pay: $10.60/hour

Average Weekly Work Hours Required for this Position: 10 - 15 hours/week