Title: South Campus Facility Staff

Job Code: FC8

Work Group: Facilities

General Purpose of Position: Supervising all aspects of Informal Recreation at Ritchie Coliseum and ensuring a safe and enjoyable environment for all patrons.

Responsibilities of the Position:

- Manage front desk operations of Ritchie Coliseum
- Checking and processing facility I.D. cards
- Checking out equipment (i.e. basketballs, volleyballs, locks etc.)
- Answering all phone calls
- Enforce Informal Recreation rules and regulations for each activity area
- Update patrons on new policy/policy changes
- Report all maintenance problems/issues immediately to supervisor
- Keep activity area(s) desks clean, neat and well organized at all times
- Have a good understanding of all Rec Well programs, facilities and operations
- Attend all scheduled training sessions and staff meetings including Rec Well sponsored workshops
- Represent the Rec Well Department in a professional manner
- Monitor work area of responsibility to ensure safety (Front Desk, Weight Room, Fitness Center)
- Be proactive in eliminating unsafe exercising practices
- Demonstrate proper use and technique of all weight and fitness equipment
- Act as a representative of the Rec Well Department
- Assess and properly respond to Risk Management issues
- Maintain the cleanliness of all equipment to specified standard
- Act as a spotter as needed (weight room & fitness center)
- Must be willing and able to work in other areas as needed
- Perform other duties as assigned

Qualifications:

- Must be currently enrolled student at the University of Maryland, College Park
- Ability to obtain First Aid/CPR certification
- Must be reliable and responsible
- Must have good interpersonal, verbal and written skills.
- Good customer service skills essential.
Supervised by: Facility Manager, Ritchie Coliseum

Starting Pay: $11.00/hour

Average Weekly Work Hours Required for this Position: 8 – 10 hrs. /week