Recreation Assistant

PURPOSE
SRC Recreation Assistants are responsible for documenting facility participation, assisting with routine maintenance of equipment and facilities, event set-up and take-down, and ensuring a safe environment at all SRC facilities and recreational areas. Recreation Assistants are responsible for enforcing SRC policies and procedures as well as assisting with participant issues and concerns. Additionally, the staff is responsible for ensuring equipment and facility safety, cleanliness, and readiness for use.

SUPERVISORY DUTIES AND RESPONSIBILITIES
- Ensure a safe environment for staff and participants while maintaining responsible operations of the SRC facility and programs
- Respond to all injuries and assist in immediate first aid and proper emergency procedures, complete injury report form.
- Maintain familiarity with Emergency Action Plans and, during major emergencies, notify all persons in the SRC facilities if necessary and assist in the evacuation of the facility.
- Resolve participant conflicts and disputes with tact and diplomacy.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
- Conduct regular rounds to all areas within the facility and to campus facilities (tennis courts, sand volleyball courts, intramural fields, & soccer fields) used for recreational purposes to ensure that activities are conducted safely and appropriately and to record participation numbers.
- Compile hourly user statistics from rounds and document all staff reports, facility issues, participant concerns, injuries, and incidents in the Daily Report Form
- Open, close, and secure facilities at prescribed times and check for safety and maintenance concerns.
- Thoroughly inspect and clean all spin bikes in Mojave Fitness Studio
- Document any equipment or weight machine that isn’t working properly and report
- Sweep gym floor
- Clean Sequoia/Mojave/Yosemite/Fit Lab/Core Area closet items- dumbbells, fit balls, yoga mats, etc.
- Assist other staff areas with the preparation and operation of their program area as needed and provide support for their job duties and responsibilities.
- Clean and maintain tennis courts and sand volleyball courts weekly or as needed.
- Keep all SRC facilities organized, clean, and inviting.
- Monthly checks on safety equipment such as AEDs & fire extinguishers
- Provide facility tours to visitors and students upon request.
- Prepare all activity sites with necessary materials for efficient, safe, and service-oriented events including set-up and take down of equipment (volleyball/badminton equipment, portable sound system, tables, chairs, etc.).
- Assist in other duties as assigned. Examples of other duties include but are not limited to:
  - Assist MOD in removing locks and contents of day use lockers every night at closing
  - Collect stray towels
  - Assist with laundry operations
- Assist Fit Floor Monitor, when available, in cleaning all weight and cardiovascular equipment to remove dust, sweat, and stains.
- Assist Fit Floor Monitor in re-racking weights, turning on/off machines, and any other closing duties as needed
- Perform light custodial duties when full-time custodians are not available.
- Communicate maintenance, custodial, or security issues to appropriate SRC or campus personnel
- Educate participants and student staff; adhere to, and enforce, all policies and procedures.
- Collect lost and found items and give to membership services assistant to document and store.
- Document the completion of all assigned tasks.

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ADMINISTRATIVE DUTIES AND RESPONSIBILITIES
• Provide support to the Director and Coordinators on specific projects as needed and assigned
• Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times with an extensive knowledge of weight and cardiovascular equipment including proper usage. Possess general knowledge of all SRC facilities, programs and services
• Serve as a role model to other student staff and participants
• Provide positive public relations and policy education to participants
• Attend and contribute to all mandatory staff meetings, workshops, and retreats
• Provide a friendly, inclusive, service-oriented environment for all staff and participants
• Demonstrate awareness of, and appreciation for, individual uniqueness and diversity
• Maintain a positive relationship with staff and co-workers
• Demonstrate commitment to student development and leadership
• Maintain high standards and achieve high expectations
• Maintain prompt hours and follow absence procedures

QUALIFICATIONS
• Currently enrolled CSUB student with at least 8 undergraduate units and 2.0 G.P.A. or graduate student with 4 graduate units and a minimum G.P.A. of 3.0
• Certification in CPR/AED/First Aid from either the American Red Cross or the American Heart is required
• Previous supervisory experience in a fitness environment
• Working knowledge of safe conditioning procedures related to various types of weight and cardiovascular equipment
• Extensive knowledge of Exercise Physiology, Kinesiology, safe training procedures and exercise implementation preferred
• Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
• Excellent oral and written communication skills
• Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles
• Willingness and ability to work early morning, night, weekend, finals, and quarter break hours

CLASSIFICATION AND COMPENSATION
Student Assistant I - $10.00 per hour. 10-15 hours per week

APPLICATION PROCESS AND DEADLINE
Applications can be found at the Student Recreation Center Welcome Desk, or online at http://www.csub.edu/reccenter/Employment%20Opportunities/index.html

Completed applications are due by MM/DD/YY by 5:00 p.m. to the Student Recreation Center Welcome Desk.