SRC STUDENT MANAGER ON DUTY

PURPOSE
SRC Managers on Duty are responsible for the safe and appropriate operation of the Student Recreation Center and recreation programs. The MOD’s have managerial responsibility and authority for the programs, facilities, and other student staff during early mornings, late nights, weekend, and while full time professional staff are not present. The MOD’s also serve on the SRC Leadership Team to contribute to policy decisions, staff training and development, participant education, safety awareness and response, program assessment, and program promotion.

SUPERVISORY DUTIES AND RESPONSIBILITIES
- Responsible for all decisions related to SRC programs, facilities, services, events, student staff, and participants during weekday mornings, nights and weekends.
- Provide support and assist in the day-to-day management and oversight of all program/service areas.
- Assist the program/service student managers to supervise the conduct and daily performance of student staff areas.
- Educate student staff and participants and enforce all policies and procedures.
- Serve as the on-site resource to all student staff members.
- Assist in the recruitment and selection of quality student employees who represent the campus demographics.
- Be knowledgeable of all staff duties and be able to perform the duties outlined in the job descriptions for all program/service areas.
- Assist with SRC safety awareness and education.
- Assist in assessment projects.
- Ensure a safe environment for staff and participants and maintain responsible operations of the SRC facility and programs at all times.
- Respond to all injuries and assist in immediate first aid and proper emergency procedures.
- Maintain familiarity with Emergency Action Plan and, during major emergencies, notify all persons in the SRC facilities if necessary and direct evacuation of the facility.
- Resolve participant conflicts and disputes with tact and diplomacy.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
- Assume authority and responsibility for all aspects of SRC facilities, programs, services, and student staff in the absence of full time staff members.
- Assist in the development and implementation of systems and procedures to ensure employee and participant safety in all facilities, programs and services.
- Participate in strategic planning for both short and long term projects related to SRC facilities, programs, and services.
- Respond to participant issues and provide positive public relations and service.
- Respond appropriately and as needed to all injuries, emergencies, and evacuations.
- Regularly communicate scheduling concerns, facility issues, events, results, accomplishments, etc. to student staff members and Leadership Team.
- Make regular rounds to all areas within the facility and to campus facilities used for recreational purposes to ensure that activities are conducted safely and appropriately.
- Open, close, and secure facilities at prescribed times and check for safety and maintenance concerns.
- 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.
- Assist other staff areas with the preparation and operation of their program area as needed and provide support for their job duties and responsibilities.
- Maintain inventory, re-stock and initiate re-orders for all first aid supplies.
- Provide safety information and lock instruction to participants checking out Runner Rides.
- Contact University Police when necessary due to problems that cannot be resolved with on-site personnel.
- Ensure all activity sites are prepared as scheduled with necessary materials for efficient, safe, and service-oriented events including set-up and take down of equipment (volleyball/badminton equipment, tables, chairs, etc.).
PROGRAMMATIC DUTIES AND RESPONSIBILITIES CONTINUED

- Perform designated inspections on Runner Ride bikes when they are checked out/in. Pull damaged bikes off-line.
- Compile hourly user statistics and document all staff reports, facility issues, participant concerns, injuries, and incidents in Daily Report Form.
- Examples of other duties include but are not limited to:
  - Remove locks and contents of day use lockers every night at closing with the assistance of Rec Assistant
  - Perform random checks at turnstiles for valid I.D. cards.
  - Respond to door alarms.

ADMINISTRATIVE SUPPORT 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 the facilities, programs and services.
- Serve as a role model to other student staff and 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 6 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
- Been working at the SRC for a minimum of one semester.
- Previous supervisory, administrative, or leadership experience preferred; preferably in a sport or fitness environment.
- Experience in facility management/security and experience with safety and risk management preferred.
- Experience in programming, event planning, or assessment methods preferred.
- Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire. American Red Cross Instructor Certification preferred.
- Ability to work primarily early mornings, late nights, and weekends.
- Ability to work collaboratively with others or independently as the situation requires.
- Ability to take thoughtful risks, explore new ideas, be flexible, and adapt to change.
- Excellent organizational, planning, multi-tasking, and problem-solving skills.
- 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, vision, policies and procedures.
- Employment is contingent upon satisfactory completion of a fingerprint check and may include a credit check.

CLASSIFICATION AND COMPENSATION

Student Assistant III - $15.00 per hour. Maximum 20 hours per week. Regular work week consists of 12-18 hours.

APPLICATION PROCESS AND DEADLINE

Applications can be found at the Student Recreation Center Welcome Desk, or online at http://www.csub.edu/reccenter/employment.shtml. Included in the application is the “Tips for Applicants” sheet that will help prepare candidates for the selection process.

Completed applications are due on Friday, March 24, 2017 by 5:00 p.m. to the Student Recreation Center Welcome Desk.