Intramural-Recreational Sports

Job Description: Outdoor Recreation Center Supervisor

Team Members Responsibility:

- Take Pride in being a Student Employee in the IM-Rec Sports Department.
- Establish a positive rapport and relationship with Student and Departmental Staff, Members and Guest of the Facility.
- Promote Exceptional Customer Service to create a positive environment for members and guests.
- Take Initiative, be proactive, and be confident in decision making.
- Be proactive and prepared to respond to all emergency situations and follow procedure/protocol for pre and post Incident/Accident.
- Maintain a Standard of Excellence in professionalism and cleanliness.
- Serve as a key link between Members and Full-Time Staff by the enforcement of policies and procedures as set forth by the department.

Area Specific Responsibilities:

- To assist customers in outfitting trips by ensuring proper rentals of needed camping and paddling equipment.
- To responsibly handle the monetary transactions of the outdoor recreation rental center according to PCI regulations and through the completion of the appropriate forms for rentals and refunds.
- Monitor use the bouldering wall and ensure all users have completed the required Bouldering Orientation before climbing.
- Look for the unobvious things to do. Don’t wait for someone to tell you what needs to be done. Look for things that you can do to be helpful to keep the ORC clean and well organized.
- Adhere to and enforce University/Departmental Policies
- Assist in the execution of Emergency Action Procedures

Requirements/Qualifications:

- Promote GREAT customer service in a RESPECTFUL environment
- Applicants should be comfortable with basic accounting processes, record keeping, and be able to lift 40+ pounds. (i.e. to assist with loading and unloading canoes and kayaks).
- Applicants should possess a strong work ethic and personal initiative. The Outdoor Recreation Center can be crowded and very social with those there to use the bouldering wall. It is important that staff keep focused on their job responsibilities and maintain quality and reliable service for rental customers.
- Successful completion of department training and Outdoor Recreation specific training.

Expressed Benefits:

- Gain Work Experience
- **ORC Supervisor Hourly Wages:** $9.75 per hour
- Have schedule flexibility and convenience of working on Grounds.
- Acquire general work skills that may be useful to you after graduation.