

## **Recreation Aide**

Position Title: Recreation Aide

Job Type: Part-Time; Non-Exempt

Duration: Summer

Job Description: Recreation Aides attend to the overall maintenance and operation of the Cardio and Weight Rooms, and Basketball Courts located in the Charneski Recreation Center. Rec Aides are tasked with keeping the facility clean, checking out equipment, helping customers, and answering questions regarding facility operations, and informing patrons about recreation programs going on throughout the year.

### **Duties & Responsibilities:**

- Welcome, greet and provide assistance to facility users.
- Provide safe and effective instruction of all cardiovascular and weight training equipment.
- Conduct equipment orientations.
- Offer useful, tactful, and safe advice to individuals regarding their exercise program and/or use of equipment.
- Maintain and clean exercise equipment.
- Inform facility users of various Campus Recreation sponsored programs.
- Enforce all facility and program policies.
- Perform miscellaneous duties as assigned.
- Good communication skills.
- Excellent customer service.
- Issue sports equipment to students and patrons with valid ID.
- Set-up courts for sports activities (i.e., volleyball, badminton, etc.).
- Laundry service for departmental use.
- Knowledge of athletic/recreational equipment.
- Cash handling experience.
- Answer facility and program related questions
- Be prepared to perform other duties and assist with special projects as assigned.

### **Minimum Qualifications:**

- Ability to problem solve
- Work with minimal supervision
- General understanding of cardiovascular and weight training equipment
- Customer service skills and training
- Current SMU Student