

## **Recreation Specialist**

Position Title: Recreation Specialist

Job Type: Part-Time; Non-Exempt

**Job Description:** The job of Recreation Specialist is to manage, oversee, and monitor all areas of the Charneski Recreation Center and Campus Recreation operation. Oversee safety, customer service and procedure adherence for all programs in facility while providing guidance, leadership and evaluation feedback for student staff in fitness, member services, equipment issue, intramurals, wellness classes, SOAR Trips, marketing and custodial areas including opening/closing responsibilities.

### **Duties & Responsibilities:**

- Serve as a leader and ambassador of SMU Campus Recreation
- Display and maintain a positive approach in your interactions, duties and management of others.
- Initiate communication and interact with other agencies as needed, such as SMU Public Safety, Police, tradesmen, engineers or any other department.
- Provide immediate or timely feedback for maintenance concerns as appropriate
- The ability to work and fill in when shifts need coverage
- The ability to work well within and bring resolution to stressful situations as they arise
- Supervise opening/closing of the CRC as needed
- Supervise safe and appropriate equipment set-up
- Perform building safety and liability checks to include maintenance, medical and other concerns
- Complete incident, accident, theft, employee discipline and other forms
- Attend in-service trainings for Facility Supervisors and other areas of involvement
- Insure a clean work environment, to include performing cleaning duties and/or delegating duties
- Must be able to communicate effectively with people of all levels under stressful conditions
- Ensure proper cash handling of all monies and transactions
- Maintain accurate records of the cash box
- Demonstrate, teach and require excellence in customer service
- General supervision of building and patron use to insure safe and pleasant environment
- Supervise task completion requirements in each area of staffing, cleaning, laundry, etc.
- Be knowledgeable about all policies/procedures and stand ready to enforce and explain them
- Be prepared to perform other duties and assist with special projects as assigned.

### **Knowledge / Skills Required for the Job:**

- Must have workable knowledge of recreation/sport equipment.
- Must have a valid driver's license.
- Must obtain/maintain CPR/AED certification within 3 mo. of hire date and continuously maintain it
- Must possess good communication skills.
- Must have some proficiency in the use of computer & telecommunication systems