

Position: **Part-time Recreation Center Staff Attendant (Recreation)**
(Non-Exempt, Temporary Part-Time Position, Athletics Department)

Summary Description: Under the direction of the Assistant Athletic Director for Facilities, assists in managing and supervising the Outlaw Recreation Center. This is a part-time position with a work schedule of 10-11 hours per week.

Description of Duties and Responsibilities:

Essential Functions

1. Welcome students, faculty and staff members to the Recreation Center
2. Conduct facility check/counts, and enforce entry policies
3. Maintain safety and security of the building
4. Assists with monitoring the weight room as needed.
5. Inventories and tracks usage for all recreational equipment
6. Report broken equipment and other issues to Assistant Athletic Director.
7. Assist in coordinating any special events, tournaments, competitions, games with Athletics staff supervisor
8. Maintaining the work area by keeping the place clean and neat at all times and
9. completing daily cleaning tasks
10. Uses various office equipment in the Athletics Office to perform needed tasks, such as: copying, scanning and faxing.
11. Assist in supervision of recreation staff.
12. Abides by all NCAA, athletic conference and Spring Hill College rules, policies and procedures with an understanding that failure to do so may lead to sanctions up to and including termination
13. Other duties as assigned by the Assistant Athletic Director.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
3. Ability to work independently and meet deadlines.
4. Ability to communicate interpersonally and work collaboratively with a team.
5. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the supervisor prior to taking action.
6. Self-starter with a positive attitude
7. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office.

Qualification Standards:

Education/Experience: High School Diploma or GED, interest or experience Recreation Sports Programming or a related field highly desirable.

Licenses: A valid motor vehicle license and approval from the College's automobile insurance carrier is required.

Compensation: Hourly pay rate of \$12.00.

Other Considerations: This position is also subject to a criminal history background check, DMV approval and any applicable drug testing policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL IS AN EQUAL OPPORTUNITY EMPLOYER.

To apply for this position, please send letter of application, resume, and three current professional references to: Franny Schulz, Athletics Secretary, Spring Hill College, (e-mail: fschulz@shc.edu). The position is open until filled. (only electronic submissions will be accepted.)

Off-list references may be checked.