Position Description
MCPHEE/OLSON FACILITY OPEN RECREATION REPRESENTATIVE
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to Sport Facilities and Operations Manager

Responsibilities
The McPhee/Olson Facility Open Recreation Representative (ORR) is responsible for providing safe access to the McPhee/Ade Olson sports complex space during open recreation times.

Specific Duties
- Communicate and consistently enforce and promote UW System, UW-Eau Claire, and University Recreation & Sport Facilities policies with users and co-workers.
- Serve as a resource to users by providing accurate and current information regarding the purpose and function of each program and operation.
- Assist the Building Manager with facility operations including ID checks, laundry, cleaning, evacuation, and hourly usage reports.
- Serve student recreation needs through organization, exchange, and inventory of sports equipment and intramural jerseys.
- Implement emergency procedures that include care for injured, initiation of emergency action plan, notification of university authorities, and completion of report forms.
- Report all injuries, damage, equipment needs, and user issues to administrative staff through incident and injury reports as necessary.
- Assist in the set-up and tear down of program equipment (bleachers, tables, chairs, concession, trash removal) when necessary to facilitate programs.
- Work collaboratively with the Building Managers and Lifeguards.
- Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
- Participate in self, peer, supervisory, and participant evaluation process.
- Attend mandatory staff meetings as determined at the beginning of each semester.
- Complete all other duties as assigned by supervisor.

Expectations
- This position requires you to work mid-day and evenings. Working some weekends, holidays, and breaks are required. Schedules are flexible to meet class schedules.
- Must be interested in a leadership development position involving many public relation tasks and functions
- Maintain CPR/First Aid, Blood Born Pathogen, and AED certifications
- Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division I: $7.25 per hour