

# University Recreation and Sport Facilities

## McPhee/Olson Supervisor

### **Position Title:**

Student Building Manager of McPhee/Olson Facilities

### **Position Description:**

The Student Building Manager of McPhee/Olson Facilities will be responsible for all operations and programs when full-time permanent administrative staff is not on duty, primarily evenings and weekends. The individual will serve in a public relations role with University and community users and will assist as necessary to facilitate programs.

### **Primary Responsibilities:**

1. Enforce and promote UW System, UW-Eau Claire & McPhee/Olson Policies.
2. Understand the purpose and function of each program and operation.
3. Serve as a liaison between the scheduling University Services Associate, to the building custodians and recreation program staff and be in contact with these staff throughout the shift period.
4. Open all/or close McPhee/Olson outside doors as required by the building schedule. Open interior doors as determined by the activity schedule. Be familiar with opening and closing procedures for each area.
5. Assist on-campus and off-campus groups who have reserved facilities for special programs.
6. Responsible for handling emergency situations
7. Assist in the set-up and tear down of program equipment and support equipment (bleachers, tables, chairs, concession, trash removal) when necessary to facilitate programs.
8. Visually observe and supervise the entire building through regularly scheduled tours of the entire facility.
9. Serve as a source of information and assistance for students, faculty and community users.
10. Administer all University and building emergency procedures. Have knowledge of 1<sup>st</sup> Aid and be currently certified in CPR. Clean up blood in a safe and consistent manner following University guidelines.
11. Provide work breaks for student staff if required.

12. Maintain order, security and safety of the facility and its occupants.
13. Assist with laundry duties as required.
14. Exercise good judgment at all times and “do the right thing” to meet user needs.

**Qualifications:**

1. Must have at least 1.5 years of classes left at UWEC
2. Must have current CPR and 1<sup>st</sup> Aid Certification or be willing to become certified.
3. Preference will be given to individuals who have participated in athletics, recreation or the kinesiology program and must be somewhat familiar with the kind of activity which takes place in this facility.
4. Must be available for at least one evening per week, two rotation shifts per weekend with every third weekend off.
5. Must be interested in a Leadership Development position with a variety of technical tasks and many public relations opportunities.
6. Criminal Background Check will be required.

**Additional Information and Form Submission:**

Troy Terhark, Sport Facilities Management  
228 McPhee/Olson Facility  
836-4218 or [terharta@uwec.edu](mailto:terharta@uwec.edu)

