

University Recreation and Sport Facilities

McPhee/Olson Facility Open Recreation

Position Title:

Student Customer Service Representative

Position Description:

Open Recreation exists to provide the students, faculty, and staff of the University of Wisconsin Eau Claire with a setting where they may participate in a variety of recreational activities in an unstructured and relaxed environment. The first priority of the Open Recreation Program is to provide safe access to the McPhee/Ade Olson sports complex playing space for open unstructured activities

Primary Responsibilities:

1. Be a presently enrolled student of UWEC throughout the term of employment. If your status should change at any time during the term of employment, you should inform the Informal Recreation Director.
2. Work no more than 40 hours per week for any pay period.
3. Attend all meetings, training, and orientation required for your particular position. These meetings are mandatory and will affect rehiring policies.
4. Complete and follow through on your entire job responsibilities.
5. Provide written and verbal communication about your position, relating any problems, questions, suggestions, and situations to the Informal Recreation Director. As a unit we are always trying to improve. Your input and feedback is very important.
6. Work your scheduled shift(s) whenever possible; cover your shift by using the appropriate substitution procedure if it is not possible for you to work. When a substitute cannot be found you are expected to be on the job.
7. Correctly write your hours in on the student time sheets.
8. Provide help and support to other employees.
9. Be punctual.
10. Be currently certified in CPR/AED. First Aid certification is also strongly recommended. Have all water certificates.

Expectations:

McPhee/Olson employees are expected to act responsibly at all times. As a member of the McPhee/Olson Staff, your actions represent the integrity of the entire staff and Facility. Our staff should set a positive example for other staff members as well as members of our facility.

Additional Information and Form Submission:

Lisa M. Schuetz, Crest Fitness Center/Open Recreation/WYSP Activity Director
206 Crest Fitness Center
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