Rowan University Recreation Center Employment Job Descriptions

Job Requirements Common to all Positions

- Available to work weekends on a rotation basis
- Minimum 2.0 GPA
- Ability to work in a team environment
- Employment is priority after academics
- Possess excellent customer service skills

Facilities Operations Assistant

- General cleaning and maintenance of facility
- Maintenance of all floors including tile, hardwood, and carpet surfaces
- Replacement of ceiling tiles & various light bulbs
- Carpentry work including painting, spackling, mounting, and repairing of spaces
- Provide preventative maintenance of cleaning equipment
- Organization and inventory of storage areas

Fitness Area Assistant

- Educates and enforces all fitness policies to members
- Provides customers with information on proper guidelines and functions of machines
- Performs assigned cleaning duties based on customer needs & cleaning priorities
- Inspects and documents fitness equipment and second floor areas for safety and risk management
- Responsible for checking cycling passes

Graphic Designer

- Coordinates with the various programs & services in creating graphic promotional materials
- Prepares graphics for flyers, digital display, posters, & brochures
- Creates layouts for newspapers, newsletters, & other printed materials

Group Fitness Instructor *(Must be certified*)*

- Ensures a safe environment for participants
- Have a complete & thorough understanding of all instructor guidelines concerning the group exercise program
- Explains proper exercise technique, correct body positions & provides feedback to participants
- Creates a motivating experience for all users regardless of skill level

Program Monitor

- Verifies ID & group fitness pass prior to participants entering studio
- Follows cleaning schedule for group fitness room and equipment
- Maintains participant counts and database
- Assists with departmental programs and special events

Intramural Sports Official

- Prepares proper set-up and break-down of playing areas and equipment
- Utilizes proper rules and mechanics to present a professional setting to all participants & spectators
- Ensures that all intramural equipment & storage space remains clean, organized, and inventoried
- Enforces all intramural sports policies & procedures
- Assists participants with verifying ID & signing waiver of liability
- Accurately maintains the time, score, & any other “sport-specific” requirements

Intramural Sports Scorekeeper

- Coordinates verifying ID & signing waiver of liability for all intramural participants
- Accurately maintains the time, score, statistics, & any other “sport-specific” requirements
- Prepares proper set-up and break-down of playing areas and equipment
- Ensures that all intramural equipment & storage space remains clean, organized, and inventoried
- Enforces all intramural sports policies & procedures

Lifeguard *(Must be American Red Cross Lifeguard certified)**

- Maintains constant surveillance of patrons in the pool area; acts immediately & appropriately to secure safety of patrons in the event of emergency
- Enforces all aquatics policies & procedures
- Provides emergency care & treatment as required until the arrival of emergency medical services
- Performs various maintenance duties as directed to maintain a clean & safe facility

Marketing Assistant

- Distributes printed marketing materials to include brochures, flyers, banners, etc…
- Develops & implements marketing tactics to increase attendance/participation at Rec Center programs & events
- Determines strategic on campus locations for promotional materials
- Assists with the implementation, tabulation & reporting of surveys

Main Office Assistant

- Monitors member/guest entrance to the facility
- Sells memberships, locker rentals & program registration; conducts facility tours
- Answers phones using proper phone etiquette
- Has strong working knowledge of our facility, policies & procedures, & program offerings
- Enforces Center policies & procedures

Photographer

- Takes photos at events, programs, and activities
- Prepares images for distribution and reproduction
- Assists in maintaining library of images representing the department
- Promotes and markets the Rec Center facilities and services

Personal Trainer (Must be certified: Preference given to Nationally Accredited Trainers)

- Provides individuals with a proper program design to meet their goals/medical needs
- Creates a program designed to meet all 6 components of program design
- Performs Micro Fit fitness assessments

Sport Club Supervisor

- Supervises home Sport Club competitions and practices
- Opens/closes facilities for events, provide injury care, fill out shift reports
- Assists with administrative paperwork, data entry, and projects

Videographer

- Takes footage at events, programs, and activities
- Develops promotional videos for use on social media and other outlets
- Assists in script development and provides video editing
- Promotes and markets the Rec Center facilities and services

Youth Swim Instructor

- Coordinates information from child's registration form to specialize lesson to meet user's needs and goals
- Instructs beginners to be comfortable with the water, float, & basic swim techniques
- Teaches intermediate participants basic strokes, swimming underwater, & breathing techniques
- Develops advanced swimmers in perfecting their strokes & techniques

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