

Rowan University Campus Recreation 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

AREA POSITIONS:

Facilities Operations Assistant

Competencies: Problem Solving, Mechanical Skills, Organizational Skills

- 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

Competencies: Oral Communication, Customer Service, Problem Solving Skills

- 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

Graphic Designer

Competencies: Technological Skills, Artistic Skills, Creative Thinking

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

Group Fitness Instructors

Competencies: Oral Communication, Public Speaking, Coaching Skills, Leadership

- Must have certification related to format
- 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

Intramural Sports Official

Competencies: Decision-Making Skills, Problem Solving, Teamwork/Collaboration

- Prepares proper set-up and break-down of playing areas and equipment
- Utilizes proper rules and mechanics to provide a professional setting to all participants & spectators
- 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

Lifeguard

Competencies: Decision-Making Skills, Adaptability Skills, Customer Service

- 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

Main Office Assistant

Competencies: Customer Service, Decision-Making, Interpersonal Skills, Oral Communication Skills

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

Marketing Assistant

Competencies: Customer Service, Creative Thinking Skills, Teamwork/Collaboration

- Distributes printed marketing materials to include brochures, flyers, and banners
- Develops & implements marketing tactics to increase attendance/participation for Campus Recreation programs & events.
- Create content for blog and social media
- Assists with the implementation, tabulation, and reporting of surveys

Personal Trainer

Competencies: Coaching Skills, Customer Service, Adaptability Skills, Leadership, Critical Thinking

- Must be nationally certified
- Provides individuals and groups with a proper program design to meet their fitness & wellness needs
- Performs Fitness assessments
- Leads special wellness centered events ex. Weight Training 101, Women on Weights

Photographer

Competencies: Artistic Skills, Technological Skills

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

Program Monitor

Competencies: Creative Thinking, Technological Skills, Customer Service, Oral/Written Communication Skills

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

Sport Club Supervisor

Competencies: Customer Service, Adaptability Skills, Decision-Making Skills

- Supervises home Sport Club competitions and practices
- Provides injury care in collaboration with a certified athletic trainer
- Ensures the playing field is prepared for competition and practices
- Provides customer service for athletes, guests, and officials
- Assists with Sport Club administrative paperwork, data entry, inventory and projects

Swim Instructor

Competencies: Interpersonal Skills, Customer Service, Adaptability Skills

- 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, floating and basic swim techniques
- Teaches intermediate participants basic strokes, swimming underwater and breathing techniques
- Develops advanced swimmers in perfecting their strokes and techniques

Videographer

Competencies: Artistic Skills, Technological Skills

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