

BUILDING SUPERVISOR

Job Summary:

Building Supervisors will be responsible for all details surrounding the daily operations of the Aquatics and Recreation Center, Maclellan Gym, and all programmed activities within these spaces. This position acts as manager of the Campus Recreation facilities in the absences of pro staff. All Building Supervisors should demonstrate a commitment to the mission and core values of Campus Recreation.

Learning Outcomes:

- Acquire leadership skills, critical thinking, and decision making skills.
- Develop customer service skills including communication, conflict resolution, and service recovery.
- Formulate a successful time management strategy to balance the demands of academic life and your position at Campus Recreation.



Job Responsibilities:

- Begin each shift on time and prepared to work; this includes appropriate uniform and attitude
- Perform all required shift tasks, including opening/closing duties, with accuracy and efficiency.
- Be knowledgeable about all Campus Recreation programming and be able to answer questions and direct patrons to correct locations.
- Consistently enforce all Campus Recreation policies, rules and regulations.
- Provide indirect supervision to all on duty staff within each program of Campus Recreation.
- Act as a liason between front line student staff and professional staff and relay any relevant information to appropriate professional staff as needed.
- Maintain cleanliness of all Campus Recreation spaces and report any unsafe conditions requiring maintenance or attention.
- Maintain all required CPR/AED/FA, and BBP certifications.
- Attend all trainings, meetings and events set forth at the beginning of the semester.

