

Operations Recreation Assistant /Tri-Rec Assistant Job Description

TITLE: Operations Recreation Assistant/Tri-Rec Assistant

ROLE: The Recreation Assistant position is responsible for the front-line operations and safety within the Student Recreation and Wellness Center (SRWC) and the Tri-Rec facility in Tri-Towers. Within this position there are six sub-positions that Recreation Assistants rotate between: Welcome Desk, Equipment Issue, Weight Room, Fitness Floor, Courts, and Tri-Rec. Your two main responsibilities are risk management and belonging.

SUMMARY OF RESPONSIBILITIES: Recreation Assistants provide excellent customer service, control facility access, monitor recreation areas, enforce policies, check out equipment, provide first aid, prevent and mitigate risks and ensure equipment and facilities are cleaned frequently.

***Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

PAY RATE: \$11.00 per hour.

TYPICAL WORK SCHEDULE AND HOURS:

- Schedules are assigned based on your availability. We appreciate that you are a student first.
- Set schedule will be created and shared at the beginning of the semester.
- Picking up shifts to help others is required when able.
- A minimum of 12 hours is required.
- Student employees can work a maximum of 28 hours (domestic) and 20 hours (international) for all campus jobs.

APPEARANCE AND DRESS: The Recreation Assistant will be clean and neatly attired while on duty. A RecWell staff shirt and nametag (provided) to be worn as the primary outer layer, as well as khaki / jeans bottoms with no rips or holes and closed-toed shoes when in the building.

SUPERVISOR(S): Associate Director, Facility Management and Operations & Graduate Assistant, Operations and Guest Services

MINIMUM QUALIFICATIONS:

- Must possess strong customer service skills.
- Work both independently and collaboratively with others in various working groups to achieve common goals.
- Strong verbal and written communication skills with coworkers, supervisors, and all RecWell patrons and guests.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully with all people.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.
- Ability to address conflict in a professional manner through problem-solving and critical thinking.

HOW TO APPLY: Interested candidates must apply through Handshake.

QUESTIONS? Contact Brooke Schwerha at: bschwerh_stu@kent.edu

SUMMARY OF OPERATIONS: This area is responsible for the day-to-day responsibilities of the SRWC and Tri-Rec facility. Informal recreation and events/reservations fall under Operations' purview. Staff provides excellent customer service, recognizes and responds to emergencies, and provides a safe, clean environment. Operations works closely with all other areas to create a welcoming space for all students and members to recreate within. Operations is also responsible for safely opening and closing the facility on a daily basis.

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
 - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. o (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT (describes who we are):** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **VALUES (describes what guides our practice):** Sustainability, Excellence, and Belonging.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 1: Create a safe environment while constantly managing risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 2: Create an environment where everyone feels safe and welcome.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Job Responsibility 3: Communicate effectively with patrons, other employees, and supervisor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 4: Be prepared for all programs and shifts.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Responsibility 5: Be a leader, teacher, and role model for patrons and other staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Job Responsibility 6: Use technology to improve job efficiency and enhance patrons' experiences: Microsoft Suite, Email, Connect 2 & Fusion software, OneDrive, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>