

# Facilities and Informal Recreation Building Manager Job Description



Campus Recreation Services consists of six program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a completed CRS job application and interview, and may vary based upon position and program area.

**Supervisor:** Assistant Director, Facilities and Informal Recreation

## **Manager Position Description**

Management level employees are responsible for managing CRS programs and working with multiple program areas within the department. They supervise staff from all CRS program areas and assist in the hiring, training, and evaluation of all staff. Managers are highly involved in many programming and facility maintenance aspects of CRS and are expected to collaborate with staff from all CRS program areas and several other departments on and off campus.

## **Specific Responsibilities**

- Be an active representative of Campus Recreation Services at all times. Give feedback and suggestions with appropriate justification when necessary.
- Have a general knowledge of CRS regulations and policies. Enforce CRS regulations and policies and assist other CRS employees in carrying out CRS regulations and policies.
- Stay current on all CRS policies and procedures by utilizing the infrastructure available.
- Be a liaison for Campus Recreation Services when dealing with, Health Sciences, Nursing, Housekeeping, Facility Management, Police and all other university departments.
- Maintain general safety and security, monitor access, and maintain appearance and overall environment of all Burdick Hall indoor and outdoor facilities.
- Attend staff meetings and trainings assigned by the Assistant Director of Facilities and Informal Recreation.
- Accurately report and appropriately document accidents, injuries, and incidents.
- Have CRS facilities prepared for CRS and University programs and events. Provide program and event assistance by answering questions and guiding participants to the appropriate locations.
- Participate in reviewing, interviewing, hiring, training, supervisor, and evaluating of new RECys
- Maintain O: Drive and Blackboard; remove big picture files, remove outdated information, post new announcements, and periodic reviews to make sure content is appropriate.
- Assist with management of locker room lockers, day lockers, and quarter lockers.

- Earn certifications in Adult CPR/AED, First Aid, and Blood Borne Pathogens.
- Be previously employed by CRS for at least one academic semester (minimester excluded)
- Facilitation of emergency procedures when necessary by utilizing the steps developed in the handbook.
- All other duties assigned by the Assistant Director of Facilities and Informal Recreation and other CRS full-time staff