

Facilities and Informal Recreation Recreation Environment Controller (RECy) 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 Student Development

Entry Level Position Description

Entry level positions are available in and specific to each program area in Campus Recreation Services. These positions are front line staff and interact daily with facility patrons and program participants. Applicants are expected to be personable, timely, organized, and have the ability to learn and implement CRS policies. Entry level positions require little or no related experience; all necessary training is provided.

Specific Responsibilities

- 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.
- Monitor access points of Burdick Hall at appropriate locations by verifying identification of members by TU OneCard or guest pass.
- Be an active representative of Campus Recreation Services at all times. Give feedback and suggestions with appropriate justification when necessary.
- Maintain general safety and security, by being visible in the environment and informing the Building Manager of any concerns.
- Maintain appearance and overall environment of CRS indoor and outdoor facilities, by completing daily task.
- Answer telephones and provide information and answer inquiries about CRS.
- Manage equipment inventory by checking in/out items to members and reporting and lost or damage equipment to the Building Manager.
- Assist with facility preparation for CRS and University programs and events.
- Attend all meetings assigned by the Assistant Director of Facilities and Informal Recreation.
- All duties appropriately assigned by the Building Manager or the Assistant Director of Facilities and Informal Recreation.