



Internship: Student Recreation Center and Information Recreation

Purpose

The purpose of this position is to assist with efficient facility management, Welcome Desk operations, special events and advertising/sponsorships for the Student Recreation Center (SRC). This individual would also supervise student employees (Center Managers and Customer Service Attendants) within the facility. Additional duties include facility rentals and reservations using management software, supervising special events, locker rentals, retail/inventory management and ensuring the facilities and exercise equipment are kept in good working order.

Key Duties

- Coordinate SRC student staffs, consisting of Center Managers and Customer Service Attendants.
- Create and maintain a working schedule for the Center Managers and Customer Service Attendants.
- Complete and oversee the substitution process within your specific employment areas.
- Provide excellent customer service and maintain positive relations and rapport with SRC members.
- Oversee locker rental processes and accurately maintain locker memberships.
- Assist with facility rentals, including proper staffing levels and event set-up/clean-up.
- Assist with event management.
- Regular use of RecTrac recreation software.
- Coordinate and maintain the layout (floor plan) of the exercise equipment.
- Assist with advertising/sponsorship efforts for the department.
- Familiarity with and competence in Student Recreation Center policies and operations.
- Learn and demonstrate the mission of Recreation and Wellness.

Additional Duties

- Assist and make recommendations regarding the purchase of retail products and fitness equipment.
- Assist in facility and equipment risk management evaluations and safety inspections.
- Maintain and coordinate SRC student employee files.
- Assist with events and operation of the Climbing Wall
- Assist in supervision of the SRC in the absence of professional staff.
- Perform any other duties as required by the professional staff.

Qualifications

- Computer software skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Belay training required upon acceptance of position
- Attention to detail
- Recreation facility management knowledge (higher education experience preferred)
- Preferred 3.0 GPA

Bowling Green State University

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