

**BGSU Recreation and Wellness  
Student Employment Position Description**

**Job Title: SRC Pro Shop Manager**

**A. Main Purpose of the job:** The Pro Shop Manager is responsible for monetary and merchandise accountability in the Pro Shop as well as the supervision of Pro Shop staff. This person is left in charge of the Pro Shop in the absence of administrative staff. The Pro Shop Manager reports to the SRC Manager, Pro Shop Supervisor and Graduate Assistant of SRC Informal Recreation/Facilities.

**B. Primary responsibilities or key duties of the job (tasks performed regularly):**

1. Promote the mission of Recreation and Wellness.
2. Enforce all policies and procedures to facilitate efficient operation.
3. Thorough comprehension of the software program Class 5.20.
4. Supervision of Pro Shop Attendants.
5. Mastery of locker rental process.
6. Enforce regulations regarding use of equipment and facilities.
7. Accountable for monetary and merchandise in Pro Shop.
8. Complete shift sales reports, which may include opening or closing of day reports.
9. Provide excellent customer service and maintain positive relations and rapport with SRC members.
10. Performing maintenance and custodial duties as assigned.
11. Familiarity with the location of all alarms and fire extinguishers in the Pro Shop area and know how to operate them.
12. Periodic inspection of sports equipment and facilities.
13. Perform any other duties as required by the professional staff or Student Supervisor.

**C. Additional duties (tasks performed occasionally):**

1. First responder to accidents and incidents.
2. Document all accidental injuries on accident report form and incidents on the incident report form.
3. Attend monthly meetings and training sessions.
4. May be required to work special events outside regular hours of operation.

**D. Basic Qualifications:**

1. Strong written and verbal communication skills.
2. Completion of at least two (2) shadow shifts.
3. Successful completion of Pro Shop Manager training.
4. Able to lift a minimum of 50 lbs.
5. Certified in CPR, First Aid, AED.
6. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.

**E. Additional Information:**

1. Prior experience necessary.