

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

Job Title: Perry Field House Manager

- A. Main Purpose of the job:** Responsible for smooth daily operation of PFH, knowledge of all policies, make decisions based on philosophies and mission of Recreation and Wellness and assist Student Supervisor with various tasks involving management and supervision of student staff.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. All duties assumed by Floor Associate and Floor Attendant.
 2. Operation of entire facility on daily basis including opening and closing procedures.
 3. Knowledge of philosophical foundation of the PFH and Recreation and Wellness.
 4. Knowledge of operational policies and procedures including basic knowledge of the Class Management System.
 5. Complete all necessary paperwork by completion of shift.
 6. Provide excellent customer service and leadership to maintain positive relations with PFH patrons and floor attendants.
 7. Supervise all Floor Attendants and/or Floor Assistants during shift.
 8. Execute policies and procedures daily.
 9. Prepare and set-up equipment for special or daily events.
 10. Wear issued uniform as stated in Recreation and Wellness Student Employee Manual.
- C. Additional duties (tasks performed occasionally):**
1. Perform functions of other employees in their absence or for additional help.
 2. Attend all staff meetings.
 3. Perform general maintenance/custodial functions.
 4. Assist Student Supervisor with enforcing the student discipline system.
 5. Provide first aid in emergency situations and execute emergency action plan.
 6. Assist Student Supervisor and Graduate Assistant with the hiring process of future employees.
- D. Basic Qualifications:**
1. All qualifications required by Perry Field House Floor Attendant and Floor Associate.
 2. Previous employment with Recreation and Wellness.
 3. Excellent knowledge of policies and procedures.
 4. Strong written and verbal communication skills.
 5. Demonstrate leadership as an employee.
 6. Participation in Recreation and Wellness Student Development and Leadership Program.
- E. Additional Information:**
1. May be required to work special events outside of regular operation hours.
 2. Promote the mission of Recreation and Wellness.
 3. Perform other duties as assigned.