

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

**Job Title: SRC Manager**

- A. Main Purpose of the job:** The SRC Manager is responsible for the smooth operation of the Student Recreation Center on a daily basis. The SRC Manager must know all policies of the facility and make decisions based on previous experience and the general philosophy and missions of the Student Recreation Center. The SRC Manager supervises/oversees all other student employees in absence of staff. The SRC Manager reports to the SRC 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. Operation of the entire facility on a daily basis.
  3. Enforce all policies and regulations to facilitate efficient operation.
  4. Represent the professional staff in their absence.
  5. Liaison between professional staff and student employees.
  6. Monitor student employees and report on their performance.
  7. Ensure facility is opened and closed at designated times.
  8. Periodic inspection of sports equipment and facilities.
  9. Complete shift reports while reporting all absence and activity to professional staff.
  10. Provide excellent customer service and maintain positive relations and rapport with SRC members.
  11. Record keeping.
  12. Familiarity with the location of all alarms and fire extinguishers and know how to operate them.
  13. Perform any other duties as required by the professional staff or Student Supervisor.
- C. Additional duties (tasks performed occasionally):**
1. Carry confidential material.
  2. First Responder to accidents and incidents.
  3. Document all accidental injuries on accident report form and incidents on the incident report form. Follow the medical emergency plan.
  4. Familiar with and supervise all emergency procedures such as building evacuations.
  5. Attend monthly meetings and training sessions.
  6. Perform functions of other employees in their absence.
  7. 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 four (4) shadow shifts.
  3. Successful completion of Center Manager training.
  4. The ability to lift a minimum 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.