

BGSU Recreational Sports Student Employment Job Position Description

Job Title: SRC Pro Shop Supervisor

- A. Main Purpose of the job:** The Pro Shop Supervisor is responsible for the efficient operation of the SRC Pro Shop operations. The Pro Shop Supervisor must know all policies and procedures of the student employee manual and make decisions based on previous experience and the general philosophy and missions of the Student Recreation Center. The Pro Shop Supervisor oversees all other undergraduate student employees. The Pro Shop Supervisor reports to the Graduate Assistant of Facilities.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Promote the mission of Recreational Sports.
 2. General understanding of the operation of the entire facility.
 3. Enforce all policies and procedures including but not limited to the student employee manual and resource guide.
 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. Create and maintain a working schedule for the Pro Shop Managers and Pro Shop Attendants.
 8. Conduct monthly staff meetings and training sessions.
 9. Complete staff audits (risk management & performance) once a semester.
 10. Serve an active role in the student disciplinary meetings.
 11. Provide excellent customer service and maintain positive relations and rapport with members of the SRC.
 12. Monitor risk management certifications for Pro Shop Managers and Pro Shop Attendants.
 13. Manage inventory levels for retail products.
 14. Assist with locker rental and locker clear-out processes.
 15. Have exemplary understanding of Class 5.20 (POS and Program Registration modules).
 16. Work at least 1 shift in area.
 17. Scheduled office hours.
 18. Complete and oversee the substitution process in specific area.
 19. Serve an integral role in the student hiring process.
 20. Oversee and assist with weight equipment maintenance.
 21. Perform any other duties as required by the professional staff.
- C. Additional duties (tasks performed occasionally):**
1. Retain confidential material.
 2. First Responder to accidents and incidents.
 3. Serve on the Student Employee Board.
 4. Conduct Monthly maintenance check of equipment
 5. Meet with area supervisor and graduate assistant twice a month.
 6. Perform functions of other employees in their absence.
 7. Make recommendations on items for resale.
 8. Produce marketing materials for the Pro Shop.
 9. May be required to work special events outside of normal hours of operation.
- D. Basic Qualifications:**
1. Strong written and verbal communication skills.
 2. Completion of at least four (4) shadow shifts with Graduate Assistant.
 3. Successful completion of Student Supervisor training.
 4. Able to lift a minimum of 50 lbs.
 5. Certified in CPR-PR, AED.
 6. Certified in Standard First Aid training.
 7. Certified in Bloodborne Pathogens training.
 8. Completion of Sexual Harassment training.
- E. Additional Information:**
1. Previous experience necessary.
 2. Preferred 2.5 GPA.
 3. Highest degree of responsibility.