

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

### **Job Title: SRC Supervisor**

- A. Main Purpose of the job:** The SRC Supervisor is responsible for the efficient operation of the Student Recreation Center. The SRC 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 SRC Supervisor oversees all other undergraduate student employees and reports to the 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.
  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 Center Managers and Floor Attendants.
  8. Conduct monthly staff meetings and training sessions.
  9. Complete staff audits (risk management and 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 SRC members.
  12. Maintain and track risk management certifications for Center Managers and Floor Attendants.
  13. Work at least one shift in area.
  14. Fulfill scheduled office hours.
  15. Complete and oversee the substitution process in specific area.
  16. Serve an integral role in the student hiring process.
  17. Oversee and assist with weight equipment maintenance.
  18. Monitor all court and facility reservations.
  19. Serve on the Recreation and Wellness Student Employee Board (SEB).
  20. 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. Conduct monthly maintenance check of equipment.
  4. Meet with area supervisor and graduate assistant twice a month.
  5. Perform functions of other employees in their absence.
  6. 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, First Aid, AED.
  6. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
- E. Additional Information:**
1. Previous experience necessary.
  2. Preferred 2.5 GPA.
  3. Highest degree of responsibility.
  4. Student Supervisor works up to ten (10) hours per week.