

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

**Job Title:** Ice Arena Supervisor

- A. Main Purpose of the job:** Provide a high degree of competency in front-line customer service as well as contribute to the management of the Ice Arena activities, programs and services.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Scheduling all other Skate Shop employees as well as overseeing the substituting process.
  2. Responsible for training, supervision, and management of Skate Shop staff and functions.
  3. Knowledge of all duties performed by all Skate Shop employees.
  4. Inventory reporting and reconciliation.
  5. Hold monthly staff meetings with student employees.
  6. Serve on Recreation and Wellness Student Employee Board.
  7. Promote the mission of Recreation and Wellness.
- C. Additional duties (tasks performed occasionally):**
1. Expert in skate fitting.
  2. Rotate shifts of high public demand with the Graduate Assistant.
  3. Commute and collaborate with Ice Arena and Recreation and Wellness professional staff regarding management functions, philosophies, and programs.
  4. Perform other duties as required by professional staff.
  5. Liaison with Building Maintenance Superintendent, full time, and student staff.
- D. Basic Qualifications:**
1. BGSU full-time student.
  2. Prior experience at the BGSU Ice Arena.
  3. Proven superior level of interpersonal skills.
  4. Certified in CPR, First Aid, AED.
  5. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
  6. Maintain a 2.5 GPA or higher.
- E. Additional Information:**
1. Student Supervisor works up to ten (10) hours per week.