

## **BGSU Recreational Sports Student Employment Job Position Description**

Job Title: Perry Field House Supervisor

- A. Main Purpose of the job:** Work with the Graduate Assistant in managing the PFH student staff, completing weekly report summaries, and holding staff meetings.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Knowledge of philosophical foundation of the PFH and Recreational Sports.
  2. Monitor Building Manager and Floor Attendant staff.
  3. Conduct PFH student staff training and monthly meetings.
  4. Knowledge of operational policies and procedures including basic knowledge of the Class Management System.
  5. Oversee student staff substitution process.
  6. Complete onsite checks of the facility and student staff.
  7. Maintain positive relations with members of the PFH.
  8. Ensure that policies and procedures are executed daily.
  9. Maintain at least one office hour per week for administrative duties.
  10. Meet with the Graduate Assistant twice per month.
- C. Additional duties (tasks performed occasionally):**
1. Perform functions of other employees in their absence or for additional help.
  2. Complete staff evaluations once a semester.
  3. Attend additional staff meetings, workshops, or conferences.
  4. Provide first aid in emergency situations and execute emergency response procedures.
  5. Will serve on Student Employee Board for PFH.
- D. Basic Qualifications:**
1. Experience in recreational sports, facility operations, and management/supervision preferred.
  2. Have excellent knowledge of policies and procedures.
  3. Certified in CPR, AED, and First Aid.
  4. Certified in Bloodborne Pathogen Training.
  5. Certified in Sexual Harassment Training.
  6. Good communication and customer service skills.
  7. GPA of 2.0 required, 2.5 or higher preferred.
- E. Additional Information:**
1. Preference given to those with positive employment records from other jobs/positions.
  2. May be required to work special events outside of regular operation hours.
  3. Limitations will be sent on filling substitution shifts.
  4. Promote the mission of Recreational Sports.
  5. Perform other duties as assigned.
  6. Duties should not exceed 15 hours per week.