

**Informal Recreation Internship  
Recreational Sports  
Bowling Green State University**

**Position Summary**

The purpose of this position is to assist with the facility management, special events and pro shop operations for the SRC within the Recreational Sports department.

**Essential Duties, Tasks and Abilities**

**Main Purpose of the job:** The purpose of this position is to assist with the efficient facility management, special events and Pro Shop operations of the Student Recreation Center (SRC). This individual would also supervise student employees (Center Managers, Pro Shop Managers, Floor Attendants and Pro Shop Attendants) within the facility. Additional duties include facility rentals and reservations using management software, supervising special events, locker rentals, retail/inventory management and ensuring the facilities and exercise equipment are kept in good working order.

**Primary responsibilities or key duties of the job (tasks performed regularly):**

1. Coordinate SRC student staffs, consisting of Center Managers, Floor Attendants, Pro Shop Managers and Pro Shop Attendants
2. Create and maintain a working schedule for the Center Managers, Floor Attendants, Pro Shop Managers and Pro Shop Attendants
3. Complete and oversee the substitution process within your specific areas
4. Provide excellent customer service and maintain positive relations and rapport with members of the SRC
5. Oversee locker rental processes and accurately maintain locker memberships
6. Assist with facility rentals, including proper staffing levels and event set-up
7. Assist with event management
8. Regular use of Class facility management and point-of-sale software
9. Coordinate and maintain the layout (floor plan) of the exercise equipment
10. Familiarity with and competence in Student Recreation Center policies and operations
11. Learn and demonstrate the mission of Recreational Sports
12. Assist and make recommendations regarding the purchase of retail products and fitness equipment
13. Assist in facility and equipment risk management evaluations and safety inspections
14. Maintain and coordinate SRC student employee files
15. Assist in supervision of the SRC in the absence of professional staff
16. Perform any other duties as required by the professional staff

**Basic Qualifications:**

1. Computer software skills
2. Strong customer service skills, including interpersonal and presentation abilities
3. Excellent writing skills
4. Excellent communication skills
5. Attention to detail
6. Recreation facility management knowledge (higher education experience preferred)
7. Preferred 3.0 GPA

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