



Practicum: Student Recreation Center and Informal Recreation

Position Summary

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 work alongside student employees (Center Managers, Pro Shop Managers, Floor Attendants and Pro Shop Attendants) within the facility. Additional duties include supervising special events, marketing programs and events and ensuring the facilities and exercise equipment are kept in good working order.

Essential Duties and Tasks

- Provide excellent customer service and maintain positive relations and rapport with SRC members.
- Assist with facility rentals, including proper staffing levels and event set-up.
- Assist with event management.
- Coordinate and maintain the layout (floor plan) of the exercise equipment.
- Familiarity with and competence in Student Recreation Center policies and operations.
- Learn and demonstrate the mission of Recreation and Wellness.
- Assist with inventory management of retail products.
- Aid in facility and equipment risk management evaluations and safety inspections.
- Assist with marketing programs and special events hosted within the facility/department.
- Perform any other duties as required by the professional staff.

Knowledge, Skills and Abilities

- Computer software skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Attention to detail

Requirements

- Candidate must be in "good" academic standing with BGSU
- (Preferred) CPR/FA & AED certified
- Business casual dress requirement

Supervision

- Supervised by the Assistant Director for SRC Facilities

Bowling Green State University

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