



ECU

CAMPUS RECREATION AND WELLNESS

Facilities Intern

DIVISION MISSION

Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT MISSION

To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services

MINIMUM QUALIFICATIONS.

- CPR and First Aid Certification required, or obtained within 30 days of employment.
- Must have a valid driver's license that is subject to background check.
- The ability to effectively supervise and communicate to employees and participants while maintaining a high standard of customer service.
- Implement organizational and management skills as they relate to report-writing and completion of appropriate paperwork.
- A strong working knowledge and understanding of departmental policies and procedures.
- Ability to work independently and as a team.

SCOPE OF POSITION

Facility managers are responsible for the operation of all drop-in recreation activities at the Student Recreation Center (SRC), the North Recreation Complex/Boat House (NRC) and Blount Sports Complex (BSC). Facility Managers are responsible for monitoring the performance of other CRW student employees and reporting their progress to full time professional staff. They serve as an immediate contact person for employees during unusual situations or emergencies. Facility managers represent CRW professional staff in their absence. They serve as a mentor for other CRW employees to ensure a safe, enjoyable, and clean environment for members and their guests.

Responsibilities:

- Works in collaboration with the Associate Director for Facilities to create and implement marketing strategies for the promotion of the CRW facilities.
- Provide supervision of the facilities to include opening and closing duties and procedures.
- Become familiar with various job descriptions for student employees serving in drop-in recreation positions.
- Ensures the safe and enjoyable operation of all drop-in recreation facilities during supervised time periods.
- Monitors the status of student employees, interacts with staff to provide support, direction, feedback on performance, and facility updates.
- Become familiar with departmental publications including applicable personnel manuals, the departmental program guide, CRW website, social media sites and periodic publications dealing with programs and services.
- Represents CRW professional staff in their absence, and in doing so, operates with full authority of a professional staff member.
- Complete personnel supervision reports.
- Work collaboratively and in cooperation with KINE and RCLS faculty and graduate assistants who utilize the facility for academic courses.
- Be fully aware of departmental efforts towards risk management, and understand how the concepts of risk management apply to your position.
- Assist in the review and update of the CRW Emergency Action Plan and emergency procedures.
- Assist with the development of assessment measures and procedures for the Student Recreation Center, Blount and North Recreation Complexes, and CRW operations.
- Create manuals, policies, procedures, curriculums, and teaching tools as needed.
- Conducts regular reviews and evaluation of programs, equipment and facilities.
- Reviews effectiveness of current programs and practices and recommends revisions as needed. Assists with the development of long-range plans.
- Assists with the development and formalization of the Health Sciences Campus employee training manual.
- Assist with design and purchase of Student Recreation Center furniture.
- Assist with programming ideas/opportunities for the North Recreation Complex and Health Sciences Campus.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency
- Self-Awareness



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DATES OF EMPLOYMENT & COMPENSATION

- Employment will consist of 480 in approximately 12 weeks, beginning on January 9, 2017.
- Reports to the Associate Director for Facilities within Campus Recreation and Wellness.

APPLICATION INSTRUCTIONS

A resume must be submitted to Janis Steele at campusrec@ecu.edu.

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.