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**Facility Manager**

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**DIVISION MISSION**

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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**

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

**MINIMUM QUALIFICATIONS**

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- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.
- Clearance to operate university vehicles through a driver's license check.
- Obtain valid CPR and First Aid certification and blood-borne pathogens training within 60 days of being hired.
- Preference of one previous semester of employment within Campus Recreation and Wellness or a comparable program.
- Flexible work availability required included but not limited to the early morning, nights, weekends, holidays and ECU sanctioned breaks.
- Ability to work independently and as a team for a minimum of 8-12 hours per week.

**SCOPE OF POSITION**

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Facility Managers are responsible for the operation of drop-in recreational activities and special events at the Student Recreation Center (SRC) and the Health Science Center (HSC). 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 building operations, unusual situations and emergencies. They serve as a mentor for other CRW employees to ensure a safe, enjoyable, and clean environment for members and their guests.

*Responsibilities:*

- Proactively monitor entire facility for which is assigned (SRC or HSC) at least once every half hour while resolving conflicts as they arise.
- Adapt to any issues regarding the facility and/or employees and effectively communicate these issues with the necessary personnel.
- Work with Recreational Service Attendants to provide access control and equipment inventory at both facilities.
- Evaluate and supervise participants and staff by holding them accountable for regulations set forth by the department.
- Assist other program area leaders as needed with situations including but not limited to point of sale, discipline and policy enforcement.
- Provide mentorship to employees by communicating detailed feedback in a constructive manner. Document any concerns regarding employee performance and/or effort.
- Check all activity areas for hazards. Document condition of the facility by utilizing the department's software program.
- Uphold the integrity and reputation of Campus Recreation & Wellness and East Carolina University by providing exemplary customer service and leadership to students, staff, and patrons.
- Observe participants and maintain control of the facility while enforcing all facility rules and regulations with patrons and staff.
- Observe and count participants as assigned in each area of CRW (SRC & HSC). Fill out Facility Manager's report and other assigned forms. Clearly document any information concerning facility issues, disciplinary action, or injuries.
- Administer immediate first aid and CPR when necessary. Know and implement the Emergency Action Plan when the situation requires.  
Complete the Accident Report form in detail for all injuries requiring attention.
- Utilize department's management program to complete reports, forms, and counts as instructed.
- Develop one's own knowledge, performance, and abilities through their supervisor's evaluations and their own self-reflection.

- Review the employee manual to be able to effectively remedy situations while mentally referencing policies, operations, and situations that adhere to everyday functions within Campus Recreation & Wellness.

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

#### **DATES OF EMPLOYMENT & COMPENSATION**

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- Starting hourly rate will be \$11.22/hour.
- Reports to the Assistant Director for Facilities within Campus Recreation and Wellness and Graduate Assistant for Facilities.

#### **APPLICATION INSTRUCTIONS**

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Applications must be submitted through ECU's PeopleAdmin system. Visit [ecu.peopleadmin.com](http://ecu.peopleadmin.com), create a profile and apply for the position listed under Campus Recreation & Wellness. Email: [campusrec@ecu.edu](mailto: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.