

Recreational Service Attendant I / Recreational Service Attendant II*

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

- Must be a current ECU student in good academic standing.
- Obtain valid CPR and First Aid certification and blood-borne pathogens training within 60 days of hire.
- Must be able to lift and manage a minimum of 60 pounds. Heavy lifting is required.
- 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.
- *Must be a good standing employee working with CRW for a minimum of one semester.**

SCOPE OF POSITION

Recreational Service Attendants provide general facility access within Campus Recreation & Wellness facilities. Primary duties include customer service/education, area maintenance/cleanliness, policy enforcement and emergency management.

Responsibilities:

- Facilitate entrance to the Student Recreation Center and CRW at the Health Sciences Center to ensure proper eligibility.
- Demonstrate a working knowledge of CRW programs & services while providing excellent customer service including basic policy enforcement, equipment check-out, exercise education/safety, and equipment instruction.
- Utilize point of sale software to execute tasks associated with memberships, equipment check-out, passes, and fees.
- Complete and record laundry and/or cleaning duties as assigned.
- Utilized a tablet to record and document lost/found items, incidents, accidents, and cleaning details.
- Monitor designated work areas throughout each shift.
- Adapt and accommodate a large spectrum of customer personality styles.
- Adapt to team member work styles and work cooperatively with all Campus Recreation & Wellness employees.
- Assist in emergencies as identified in the Emergency Procedures Manual and through team trainings.
- Communicate effectively (via phone and in-person) with team members, supervisors, and customers.
- Receive and be receptive to performance/ability/skill feedback from all CRW supervisors as it pertains to job duties.
- 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.
- *Other duties as assigned.**

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:

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

DATES OF EMPLOYMENT & COMPENSATION

- Starting hourly rate will be \$8.00/hour.
- RSA II hourly rate will be \$9.00/hour.*
- Reports to the Facility Coordinator within Campus Recreation and Wellness.

APPLICATION INSTRUCTIONS

Applications must be submitted through ECU's PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness.

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.