

Job Descriptions

Welcome Center Assistant

One of the most interactive jobs at the Department of Campus Recreation, serving at the Student Recreation Center's (SRC) "hub" allows you to fine-tune your customer service skills! Whether its selling CRS memberships, giving information bout our facility and programs or registering eligible participants for intramural sports, you will gain valuable experience. Other duties include collecting and logging lost and found items, checking equipment in and out for students to use and other tasks as assigned.

Facility Supervisor

Overall supervision and operation of the SRC. This includes overseeing and supervising all student employees, programming and activities. Excellent customer service and communication skills are required. The ability to manage stressful situations in a professional and courteous manner is necessary at all times. The ability to interact well with large groups and to make proper decisions related to security and safety is required. All Supervisors must be certified in First Aid/CPR Certified. Other duties as assigned by the department of campus recreation.

Intramural Sports Office Assistant

This individual is responsible for completing data entry for intramural activities and filing paperwork. Additional responsibilities include providing customer assistance regarding program and communicating with participants and staff regarding schedule changes. Other office tasks may be assigned like updating forms, bulletin boards, and maintaining records.

Intramural Sports Official

Strrrike 3! Always wanted to call balls and strikes or fouls and violations? Be an Intramural Sports Official for flag football, soccer, basketball, softball or volleyball. We are always looking for experienced officials, but if you are not don't worry we will train you!

Intramural Sports Supervisor

Be the ultimate team player! "IM Sups," as they're commonly referred to, are responsible for the facilitation of all Intramural Sport activities. Job duties include game organization and management, field preparation and tear down, ensuring a safe and secure playing environment, responding to injuries and emergencies, and supervision of Intramural Officials. Possessing a general knowledge of individual Intramural Sport rules, Intramural Sports policies, and excellent customer service skills are preferred qualifications. *Upon hire, will be required to be certified in CPR/AED and First Aid.*

Fitness Center Supervisor

Supervise all areas related to fitness. Supervisors are responsible for ensuring safety by monitoring participants and fitness areas, keeping equipment organized and clean, spotting patrons, offering equipment demonstrations, and answering questions. Knowledge of anatomy, physiology and proper lifting technique is required. In addition, the Fitness Center Supervisor should have a thorough working knowledge of all strength and cardio equipment. Supervisors are required to attending all scheduled staff meetings and in-service training sessions. Other duties as assigned pertaining to the operation of the fitness center and departments other fitness related programs. *Upon hire, will be required to be certified in CPR/AED.*

Lifeguard

Keep your skills current and refined by working in the PSU Aquatic Center! Become a part of the lifeguarding team as you ensure the safety of facility patrons. Guards are responsible for preventing and responding to emergencies, enforcing all facility policies, rules and regulations, as well as participating in scheduled in-service training sessions. Take the plunge!

In order to apply, current certifications in American Red Cross Lifeguarding and CPR/AED for the Professional Rescuer are required. If not already certified, upon hire, will need to be certified in in American Red Cross Preventing Disease Transmission.

Custodial:

Knowledge of cleaning and maintaining a clean environment. Duties will be to maintain the cleanliness of the SRC and other duties as assigned.

***The Department of Campus Recreation periodically offers certification classes throughout the semester. Please contact us for available class offerings.**