Job Summary

Manage the operational functions, programs and services while on duty at the Student Recreation Center, Health Education Center and Morse Center, ensuring the safety and well-being of all guests.

Reporting Relationship

• Responsible to the Associate Director, Facilities

• Directly supervised by the Graduate Assistant, Facility Operations

Requirements

• Must have had current or past supervision, managerial or leadership experience
• Must have American Red Cross Professional/AED CPR and First Aid and Blood Borne Pathogens certifications prior to start date
• Ability to delegate tasks and supervise the performance of others
• Ability to respond appropriately to emergency situations based on the UT Rec’s EAP and certifications held
• Ability to provide excellent guest service to students, faculty/staff and community members
• Ability to use good judgment and problem solving skills
• Positive role model for peers

Responsibilities

• Ensure proper staffing levels and position responsibilities of all UT Rec employees on duty
• Enforce all UT Rec Facility policies and procedures
• Ensure that the emergency action plan is adhered to in emergency situations
• Responsible for completion of set up and tear down for all rental and programmed events
• Work with student employees to maintain a clean and safe facility and ensure duties are completed
• Notify proper maintenance personnel when facility problems arise
• Communicate to staff and patrons through communication systems and signage
• Supervise the performance of all student employees on duty and enforce employee policies
• Attend to the needs of UT Rec patrons with premiere guest services and resolve any conflicts
• Ensure that the facility and equipment is properly used and cared for
• Provide clear and complete documentation of all activity within UT Rec Facilities
• Give orientations to rental groups as necessary
• Attend all meetings, trainings and in-services as required
• All other duties as assigned by UT Rec Professional Staff Members
• Pay rate $10.20 per hour