General Job Description:
- Primarily responsible during the weekend, early mornings and late evenings
- Must be knowledgeable of all policies of the Campus Recreation operation and make decisions based on previous experience, general philosophy and mission of the facility and program
- Has the authority to make discretionary and situational decisions about the policies and procedures based upon the Department of Campus Recreation philosophy and mission.
- Supervises all other student employees in the absence of professional team members, represents the policies and rules of the center and is a general “trouble-shooter” within the facility
- Works directly with members and guests providing courteous, friendly and professional assistance.

Required Qualifications:
- At least one year of experience in a Campus Recreation position
- Currently enrolled student at West Chester University of Pennsylvania; any academic major accepted
- Certification in CPR, AED and First Aid is required
- Willingness and ability to work early mornings, late nights, weekends, and possibly during academic breaks and holidays
- Proficient in verbal and written communication

Preferred Qualifications:
- Genuine interest in recreation and facility management
- Ability to make quick and confident decisions in the absence of professional staff
- Excellent oral communication, problem solving and conflict resolution skills
- Candidates should be reliable, self-motivated, and able to perform multiple tasks simultaneously
- Willingness to work in a team oriented atmosphere

Specific Duties and Responsibilities:
- Supervision of the overall facility during early morning, evening and weekend hours of operation
- Opening and closing of the facility
- Knowledge of the philosophical foundation of the Campus Recreation program
- Knowledge of the Student Recreation Center operational policies and procedures
- Assistance with policy and procedure development
- Develop and implement staff training programs as well as attend all staff trainings
- Awareness of the job descriptions of all student staff
- Maintain positive public relations and rapport with program participants and facility users
- Serves as the liaison between the Department of Campus Recreation and its patrons
- Knowledge and application of the equipment set up/take down procedures and its proper storage
- Ability to perform functions of other employees, in their absence, or secure additional assistance
- Frequent inspection of sport equipment and facilities
- Perform general maintenance/custodial functions
- Respond to any incidents in accordance with the WCU Campus Recreation Emergency Action Plan
- Perform other Campus Recreation program tasks as assigned by the Coordinator, Assistant Director or Director