

SF State Campus Recreation

Now Hiring

Building Supervisor

\$12.00/hr., 10-15 hrs/wk

The Campus Recreation Department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health, encourage lifetime interest in active, healthy lifestyles and provide student leadership opportunities that complement the academic experience.

Some job duties and responsibilities for this position may change during the transition into the Mashouf Wellness Center scheduled to open in 2017. The Mashouf Wellness Center will be an exciting, state-of-the-art, 118,700 square-foot facility, supporting general well-being by providing recreation and wellness programs and activities for the SF State campus.

Application Deadline: Open Until Filled.

To Apply: As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. Additionally, we will ask for your cover letter and resume and the attached Staff Availability Sheet to be filled out and uploaded as part of your application. For more questions about the position, please email Ryan Fetzer at rfetzer@sfsu.edu.

Dean of Students - Common Application

- <https://orgsync.com/13745/forms/210403>



For more information about Campus Recreation:

www.sfsu.edu/~recsport

Campus Recreation Department
San Francisco State University

Job Description

Building Supervisor

Purpose

The main responsibility of the Building Supervisor is to provide on-site supervision of all Campus Recreation activities during scheduled shifts throughout the week. Oversight and knowledge of all activities and staffing during Campus Recreation program times is essential to this position. Provide supervision and staffing oversight of the informal recreation programs for Campus Recreation under the supervision of the Facilities Student Manager(s) and a full-time staff professional.

Duties and Responsibilities

1. Supervise all Campus Recreation activities according to the schedule, overseeing staff and ensuring that all program elements run smoothly and help to de-escalate conflicts.
2. Educate participants and staff on safe participation during Campus Recreation activities, and enforce program policies and procedures.
3. Assist with any injury or incidents while on duty, submit injury reports and report them to a full-time staff member.
4. Ensure all facility doors are unlocked and locked when needed and provide equipment for program areas when requested by fellow staff members.
5. Submit Closing Reports at the end of each shift detailing the day/night's activities and any pertinent information to be followed up on by student managers and/or full-time staff.
6. Attend staff meetings and staff trainings.
7. Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
8. Assist in training informal recreation attendants on all current responsibilities and expectations specific to our department/campus.
9. Report when equipment and supplies are running low or when equipment needs repair or replacement.
10. Provide a professional, welcoming, and inclusive environment for staff and participants.

Qualifications

1. Previous facility oversight or management experience
2. Strongly preferred: First Aid, CPR, & AED Certified
3. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
4. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
5. Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
6. Must be able to work independently without direct supervision on day to day tasks.

Staff Availability Sheet

NAME: _____ **Semester/Year:** _____

Please block off the times you are regularly NOT AVAILABLE TO WORK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
NOON							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
Midnight							