

Now Hiring

Informal Recreation Attendant

\$10.00/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

Informal Recreation Attendant

Purpose

The main responsibility of an Informal Recreation Attendant is to provide a fun and safe environment for SF State students, faculty, and staff during open gym activities including basketball, badminton, volleyball, indoor soccer, and the weight room. They must display a professional attitude at all times, maintain good communication and interpersonal skills, remain focused in spite of distraction, and possess the ability to evaluate situations to keep participants safe. The attendant must be assertive and confident when enforcing rules, have the capacity to critically evaluate situations, make decisions, and react quickly to conflict/injury. Attendants provide oversight of participants, enforcing all facility rules, and program policies and procedures under the supervision of the Building Supervisors, Facilities Student Manager(s) and a full-time staff professional.

Duties and Responsibilities

1. Facilitate the program check-in process, checking SF State ID cards, and assisting with the collection of departmental liability waivers.
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.
4. Attend staff meetings and staff trainings with Facilities Staff.
5. Report when equipment and supplies are running low or when equipment needs repair or replacement.
6. Provide a high quality, professional, welcoming, and inclusive environment for staff and participants.

Qualifications

1. Previous customer service, sports, or fitness experience required.
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							