

SF State Campus Recreation

# Now Hiring

## Student Manager for Risk Management

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

*preference is given to current Campus Recreation Student Employees*

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.

As part of the Campus Recreation Management Team, this position will assist with the program and operational model needed to open the Mashouf Wellness Center 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.

Some job duties and responsibilities for this position may change during the transition into the Mashouf Wellness Center.

**Application Deadline:** Sunday, November 13<sup>th</sup>, 2016

**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 any questions about the position, please email Ben Forchini at [forchini@sfsu.edu](mailto:forchini@sfsu.edu).

### **Dean of Students - Common Application**

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



For more information about Campus Recreation:

[www.sfsu.edu/~recsport](http://www.sfsu.edu/~recsport)

Campus Recreation Department  
San Francisco State University

# Job Description

## Student Manager for Risk Management

### Within The Campus Recreation Department

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#### Purpose

The main responsibility of the Student Manager of Risk Management is to assist with coordinating safety and risk management programs within the Campus Recreation Department and all of its programs areas. This includes and is not limited to, developing and providing coordination of safety and risk management trainings, practices, and record keeping under the supervision of a full-time staff professional. This person also helps provide overall development and promotion of the program, and contributes to the overall goals of the Campus Recreation Department.

#### Duties and Responsibilities

1. Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of the SF State Campus Rec programming (eg, Informal Rec, Sport Clubs, Reservations, Kinesiology, Athletics).
2. The Student Manager for Risk Management is responsible for administering and managing risk management programs within the Campus Recreation Department that fulfills the mission and strategic goals of the department and university while complying with state and federal laws and accreditation standards related to safety and risk management.
3. Assist in scheduling emergency practice drills and maintaining records of those conducted. Identifies resources to assist in development of courses and classes to support the departments training programs while developing guidelines for the development of procedural manuals for all activities, including a Risk Management Manual.
4. Develops, maintains, updates and presents the Safety Orientation Programs to staff while maintaining all training and certification records.
5. Organize and conduct staff meetings and staff training with Campus Recreation Staff on all safety responsibilities as well as expectations specific to our department/campus.
6. Provide a professional, welcoming, and inclusive environment for staff and participants.
7. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Recreation programs and activities as needed.
8. Attend weekly Management Team Meetings, as well as Student Manager Leadership Retreats, and other training and meetings as necessary.
9. Hours may vary in a combination of daytime, evening and weekend hours to meet the needs of the department.
10. Help coordinate annual evaluations and audits.
11. Serves as a resource for Campus Recreation staff on training, safety and risk management questions and issues.
12. Plans, schedules, and notifies staff of mandatory training programs (i.e. ARC).
13. Maintains Departments Automatic External Defibrillators (AED) in working condition with required supplies.
14. Performs the job safely within the campus policies, procedures, work and safety rules, and the employee handbook.
15. Maintains an accurate inventory of training materials.
16. Works with other Student Managers to ensure that training is conducted that keeps the staff and the campus in compliance with all federal and state health/safety guidelines.
17. Reviews and updates the Safety Manual on a bi-annual basis.
18. Ability to develop, plan and coordinate a diverse selection of staff development and training programs and to conduct training needs assessments and training evaluations.
19. Ability to maintain positive and effective working relationships with other supervisors and subordinate employees.
20. Provide coordination of training in CPR, AED and First Aid certifications, as well as any other needed safety trainings. Maintain current database of the certifications.
21. Assist with the development of the Risk Management Manual.

22. Evaluate and keep up to industry standard the emergency response plans for the staff, the emergency evacuation plans and details of how staff members are to respond in a specific type of emergency.
23. Organization of all First Aid supplies, including kits and restocking items, and tracking inventory.
24. Collect Incident and Accident Reports, conduct follow up calls, maintain archives of these forms and maintain database of Incident and Accident Reports.
25. Create and distribute a Campus Recreation Staff 411 inclusive of all program updates and a risk management fact sheet.
26. Perform other duties as assigned.

## Qualifications

1. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
2. Preferred: Current CPR, AED, and First aid Certification.
3. Knowledge of safety awareness & risk management within recreational and collegiate settings.
4. Ability to organize and file records.
5. Must be able to work independently without direct supervision on a day to day tasks.
6. Experience must include the use of Microsoft Word, Excel, PowerPoint, and use of standard office equipment such as photocopier and telephones.
7. Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
8. Strongly preferred: American Red Cross Instructor Certification for Lifeguarding & 1<sup>st</sup> Aid Instructor.
9. Attain (within six (2) months of employment) and maintain valid Adult CPR/AED and First Aid Certification; Instructor level preferred.

**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
<b>6:00am</b>							
<b>7:00am</b>							
<b>8:00am</b>							
<b>9:00am</b>							
<b>10:00am</b>							
<b>11:00am</b>							
<b>NOON</b>							
<b>1:00pm</b>							
<b>2:00pm</b>							
<b>3:00pm</b>							
<b>4:00pm</b>							
<b>5:00pm</b>							
<b>6:00pm</b>							
<b>7:00pm</b>							
<b>8:00pm</b>							
<b>9:00pm</b>							
<b>10:00pm</b>							
<b>11:00pm</b>							
<b>Midnight</b>							

A fillable Scheduling Availability Sheet is available in MS Excel on the Campus Rec Employment page:

[www.sfsu.edu/~recsport/employment.html](http://www.sfsu.edu/~recsport/employment.html)

or you may print this out and submit it separately before the deadline.