

PART-TIME JOB DESCRIPTIONS

FACILITY OPERATIONS

ACTIVITY SUPERVISOR

Greets all visitors. Enforces regulations regarding identification. Handles equipment checkout. Supervises special events. Sets up and takes down equipment. Assigns courts from online reservation system and walk-ins. Monitors all areas of the facilities for usage, participant behavior and security. Enforces regulations concerning facility use. Provides information to patrons. Performs custodial duties and maintenance. Responds to emergencies. Assists the Building Coordinator and professional staff.

Adult & Pediatric CPR/AED and First Aid certification required upon employment.

FIELD/COURT SUPERVISOR

Monitors use of field/tennis complexes. Enforces regulations regarding identification. Handles equipment checkout. Supervises special events. Sets up and takes down equipment. Assigns courts from online reservation system and walk-ins. Monitors all areas of the facilities for usage, participant behavior and security. Enforces regulations concerning facility use. Provides information to patrons. Performs custodial duties and maintenance. Responds to emergencies. Assists the Building Coordinator and professional staff.

Adult & Pediatric CPR/AED and First Aid certification required upon employment.

LIFEGUARD

Supervises the use of swimming pools for various programs. Maintains a high skill level in swimming, approaches, resuscitations, assists and victim removals. Enforces specific pool and safety rules. Maintains a strict alertness to the pool as well as each participant's swimming ability. Communicates clearly with participants and co-workers. Performs custodial duties and maintenance. Responds to emergencies. Assists the Head Lifeguard or Building Coordinator as needed.

All lifeguard applicants must possess valid Lifeguard Training/First Aid and CPR/AED for the Professional Rescuer certifications, preferably from the American Red Cross®. Other acceptable forms include: Ellis & Associates® or YMCA® but must transfer over to American Red Cross® within the first semester of employment. Certifications may not expire during the applicable semester. Employees must attend mandatory in-service training sessions. Skills check and 300 yard swim required prior to interview.

PROGRAMS

GROUP EXERCISE INSTRUCTOR *

Teaches and supervises classes including fitness, cycling, mind/body and/or aqua classes. Experienced, certified instructors are preferred, but not required. When applying, please specify which area(s) you are interested in teaching. An Instructor Training Series is offered each spring for those interested in becoming an instructor but do not have formal training.

CERTIFIED PERSONAL TRAINER *

Must be certified by a national fitness organization. Works with a variety of clientele. CPTs have the flexibility to set their own schedule but must attend necessary staff meetings and other events as communicated.

CLIMBING WALL SUPERVISOR

Supervises the daily operations of the Gregory Gym Climbing Wall including open climbing, classes and special events. Verifies participant eligibility, checks out climbing gear, enforces all policies and procedures, maintains records and answers general questions, and sets and maintains routes. Teaches a variety of climbing classes and workshops. Instructors should be experienced climbers with good group leadership and communication skills. Previous climbing experience is preferred.

SAFETY CERTIFICATION INSTRUCTOR

Conducts American Red Cross® certification classes. Applicants must have current ARC, BLS Instructor or Lifeguard Instructor level certification and possess good leadership and communication skills. Internal Child Protection Training and annual background check is required.

OUTDOOR EQUIPMENT MANAGER

Manages daily operations of the Rental Center. Maintains, cleans and repairs outdoor equipment including stoves, lanterns, sleeping bags, backpacks and other outdoor gear. Handles cash, takes reservations and completes equipment rental contracts. Drives and maintains University vehicles (driving is a non-essential function). Keeps accurate inventory records of equipment use and repair. Provides information to participants regarding local outdoor opportunities. Equipment knowledge and cash handling experience is preferred.

AQUATIC INSTRUCTOR

Teaches non-credit classes for the Instructional Program in the area or aquatics. Experience teaching or coaching adults and/or children at basic, beginner or intermediate levels is required. WSI certification is preferred. Internal Child Protection Training and annual background check is required.

INTRAMURAL SUPERVISOR

Assists with the administration of the Intramural Sports Program, setting up for games, assigning and evaluating officials, responding to injuries, handling protests, and enforcing intramural policies and procedures. Additionally, takes entries, creates brackets and schedules, prepares scorecards, records scores and performs office assignments as instructed. Must be proficient at officiating at least one sport and is required to learn at least two other sports. *Adult CPR/AED and First Aid certification required upon employment.*

SPORT CLUBS SUPERVISOR

Attends home events for clubs to assist with game management, including facility set-up/breakdown, inclement weather concerns and communication between teams, officials and/or athletic trainer. Inspects field and equipment for safety prior to competition. Responsible for making sure that all participating teams follow all facility and Sport Club policies. Fosters relationships with individual clubs to facilitate improved customer service. Ensures the compliance of clubs with Sport Club policies and procedures including the collection of required paperwork. Completes event summaries and additional paperwork as needed. Applicants must be available to work weekends. *Adult CPR/AED and First Aid certification required upon employment.*

TENNIS INSTRUCTOR

Teaches non-credit tennis classes for the Instructional Program. Must be able to demonstrate and effectively convey techniques and methods of the sport. Experience teaching adult and/or children group and/or private lessons of various ability levels is required. Internal Child Protection Training and annual background check is required.

INTRAMURAL OFFICIAL

Officiates one of several team sports including flag football, volleyball, soccer (indoor and outdoor), basketball and softball. Previous playing experience is preferred and attendance at training clinics is mandatory. Games are scheduled Sundays from 1 p.m. until late night and weekdays from 5 p.m. until late night at Gregory Gym, the Recreational Sports Center or Wright Whitaker Sports Complex. You may schedule games around classes and other jobs.

INTRAMURAL CONTROL BUILDING (ICB) PROGRAM ASSISTANT

Monitors use of Intramural Control Building. Serves as the liaison between the Intramural Sports and Sport Clubs professional staff and Wright Whitaker Sports Complex facility staff. Maintains control and organization of Intramural Sports and Sport Club storage closets. Coordinates reservations for Intramural Sports and Sport Clubs. Assists with game management, including facility set-up/breakdown, inclement weather concerns and communication between teams, officials and/or athletic trainer. Responds to emergencies. Must be available to work nights and weekends. *Adult CPR with AED and First Aid certification required upon employment.*

ADVENTURE TRIP GUIDE*

Plans and leads trips for a diverse group of outdoor participants. Drives a University vehicle to and from the trip site. Teaches outdoor skills and safety practices. Must possess the ability to provide an educational and fun outdoor experience for trip participants. Individuals must possess expertise in one or more areas of outdoor recreation and education including backpacking, climbing, canoeing, kayaking, caving and hiking. Qualified, experienced guides with good group leadership and communication skills are hired for trips throughout the fall, spring and summer. Completion of Adult CPR/AED and Wilderness First Aid is required. *This position requires a valid Texas driver's license and a motor vehicle report from the Department of Public Safety. Applicants hired must maintain an acceptable driving record and complete a two-hour defensive driving course.*

MEMBERSHIPS & PROGRAMS OFFICE ASSISTANT

Provides excellent customer service to all guests by providing accurate and thorough information regarding all options pertaining to memberships, programs and guest services. Must maintain a thorough knowledge of all internal policies and procedures to provide support for daily operations for the Programs/Membership Office. Serves as front counter receptionist in fast-paced environment and provides support to full time staff. Assists with special events as needed.

BUSINESS SERVICES, COMMUNICATIONS & INFORMATION TECHNOLOGY

CASHIER

Processes over-the-counter, mail-in and online membership and program sales in a Mac-based environment using FileMaker Pro. Maintains cash drawer. Reconciles the Daily Cash Report. Upholds the University's and the Division's cash handling procedures, processes refunds and inter-departmental transfers and performs other routine clerical duties as assigned.

GRAPHIC DESIGN ASSISTANT

Produce marketing materials that may include, but not limited to: posters, brochures, flyers, digital displays, banners, special event signage and web art. Prepare final digital and print files, as well as deliver completed projects to vendors as needed.

COMPUTER ASSISTANT

Provide user support for RecSports IT department on Macintosh based systems. Diagnose and prepare equipment for repair. Update web sites, maintain email system, and install hardware and software applications. Develop and maintain databases and websites. Work on other projects as assigned.

CLERICAL: BUSINESS OFFICE, HUMAN RESOURCES, AND ACCOUNTING

Performs clerical tasks pertaining to specific area. Hiring supervisor will provide a more detailed description for each position. This position may require a valid Texas driver's license and an acceptable motor vehicle rating from the Department of Public Safety. Applicants hired must maintain an acceptable driving record and complete a two-hour defensive driving class.

PHOTOGRAPHER/VIDEOGRAPHER

Student photographer and/or videographer goes on location to take high quality photographs or record visually-compelling video of RecSports activities, events, participants, indoor and outdoor recreational spaces, buildings, equipment, etc. for use in printed materials, web content and social media. Photography and/or video editing experience preferred. Digital SLR camera and video camera provided.

GENERAL REQUIREMENTS

Most Positions Require: • Student status • Concurrent enrollment of at least six hours • Good academic standing • All positions require successful completion of appropriate background checks • Generally, limited to 19 hours per week, all UT jobs combined.

GENERAL INFORMATION & REQUIREMENTS

All employees must possess the ability to act in a responsible and professional manner in fulfilling the tasks of the position; uphold the Division's policies and procedures; work

independently; be supervised; be fit for duty; provide good customer service; and interact cooperatively with all Division staff members. We hire by the semester (no guarantee of employment for any length of time).

GENERAL REQUIREMENTS OF ALL SUPERVISOR POSITIONS

All supervisors must possess the ability to act in a responsible, friendly, outgoing and pleasant manner in fulfilling tasks of the particular position; act prudently in emergency or antagonistic situations; enforce the Division's facility and safety regulations

equitably; anticipate problems and take charge of situations in order to prevent them from becoming unmanageable; cooperate and work closely with other staff members and representatives of other university departments; display general knowledge of all programs and activities sponsored by the Division. All supervisors must acquire CPR/AED and First Aid certification prior to beginning employment.

* Student status not required.

