

# Campus Recreation Burns Recreation Center Application

Please check the box for which Semester you are applying to work:  Fall  Winter  Spring  Summer

Please check the box of the position you are applying for (see job descriptions on reverse):

- |   |  |
|---|--|
| <input type="checkbox"/> Recreation Staff                   | <input type="checkbox"/> Office Assistant        |
| <input type="checkbox"/> Fitness Center Staff               | <input type="checkbox"/> Marketing Team          |
| <input type="checkbox"/> Lifeguard                          | <input type="checkbox"/> Outdoor Equipment Staff |
| <input type="checkbox"/> Intramural Official or Scorekeeper | <input type="checkbox"/> Maintenance Staff       |
| <input type="checkbox"/> Club Sports Supervisor             |  |

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_ Cell Phone or Local Phone: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Class standing: \_\_\_\_\_

Email: \_\_\_\_\_

1. Have you applied for work study:      Yes      No  
    Amount allocated: \_\_\_\_\_

2. Why are you interested in a job at Campus Recreation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list and briefly describe the previous jobs you have held and your involvement in any co-curricular activities over the past three years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What qualities and skills do you possess that would help you most in this position?

\_\_\_\_\_  
\_\_\_\_\_

5. What experience (if any) do you have that is relevant to this position?

\_\_\_\_\_  
\_\_\_\_\_

6. What other time commitments do you anticipate having? (example: another job, club, fraternity/sorority)

\_\_\_\_\_  
\_\_\_\_\_

7. Please list your class schedule or other time commitments.

\_\_\_\_\_  
\_\_\_\_\_

## **Job Descriptions**

### **Recreation Staff**

The Recreation Staff serves as the point of contact for most Fritz B. Burns Recreation Center information. They provide members and guests with quality service, equipment rentals, guest services and other front desk operations. The Recreation Staff also facilitates the Finish Line (Pro Shop), which sells sport drinks, energy bars and various sports equipment.

### **Fitness Center Staff**

The fitness center staff is the direct source of fitness information for gym users. The main responsibility of the Fitness Attendant is supervision of the Fitness Center. While on duty Fitness Attendants are responsible for cleaning equipment, monitoring fitness classes, making appointments for personal trainers and the day to day maintenance and upkeep of weight equipment and cardio machines. No experience required.

### **Lifeguard**

Lifeguards at the Burns Recreation Center Pool provide for a safe environment in the water and around the pool area. They ensure safety of all patrons, supervise pool activities and enforce pool rules. Lifeguards also provide maintenance of pool area and equipment. Must be American Red Cross Lifeguarding certified. Lifeguarding course provided to all that are hired.

### **Intramural Official and Scorekeeper**

Officials and scorekeepers serve as front-line staff that is extremely key to the day-to-day operations of the Intramural Sports Program. They help to provide for an organized, safe environment for participants during league and tournament contests. Officials and scorekeepers ensure the safety of all patrons by performing game management duties as well as enforcing game rules. They must have the ability to make quick decisions and confident judgment calls. Experience in organized sports is strongly recommended but not necessary, as training is provided.

### **Office Assistant**

Office Assistants are responsible for providing administrative support to the Member Services office and the department as needed. They serve as a point of contact for most Fritz B. Burns Recreation Center information. This includes, but is not limited to, membership sign ups and renewals and locker rentals. They provide members and guests with quality customer service and relations. One year experience working in the Burns Recreation Center preferred but not required.

### **Marketing Team**

The Marketing Team is the driving force behind the promotion of Campus Recreation services and events. Members of the Marketing Team are responsible for the designing and creation of fliers, posters and displays, personal promotion, and the development of new methods of marketing.

### **Outdoor Equipment Staff**

The Outdoor Equipment Staff is responsible for coordinating outdoor equipment rentals and returns. In addition, this staff oversees the maintenance and upkeep of all outdoor equipment. Must be available Monday and Friday afternoons.

### **Maintenance Team**

The Maintenance Team maintains the appearance and functionality of the Recreation Center, particularly the Fitness Center. This includes but is not limited to: cleaning machines, completing maintenance checks and minor repairs.

### **Club Sports Supervisor**

Club Sports Supervisors are crucial to the day-to-day safety and operations of the Club Sports Program. They help to provide a safe environment for participants during practice, league and/or tournament contests. Club Sport staff ensure the safety of all patrons by monitoring all contests and being available in the case of emergency. They also assist with recording attendance and participation figures. Supervisors must have the ability to work both weekdays (predominantly in afternoon) and weekends. All staff must be first aid and CPR certified.