

**Portland Campus
Student Manager Job Description
Finley Recreation Center
2012-2013**

BASIC FUNCTION

To provide training and guidance for all front desk staff employed at the Finley Recreation Center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assist in training work-study front desk staff
- Maintain all forms at the front desk: (waiver and release forms, accident reports, sign in sheets, hourly check sheets, and opening and closing procedures)
- Tallying monthly usage statistics
- Weekly cash box deposits
- Update bulletin boards as necessary
- Cover desk in case of last minute call-outs/no-shows, etc.
- Attend meetings with supervisors, as necessary
- Participate in large campus events as allowed by academic schedule: (Health Fair, Deb Morton Awards, Earth Day, Bragging Rights Challenge, etc.)

CRITERIA

Applicants will be selected based on the following criteria:

- A desire to train and work with new staff
- Commitment to the overall function and appearance of the Finley Recreation Center
- Effective communication skills and problem solving skills
- Positive role model for community

SUPERVISION EXERCISED

Provide functional supervision of front desk operations

SUPERVISION RECEIVED

Director of Health and Wellness Education and the Fitness Center Manager/Wellness Educator

QUALIFICATIONS

Prior work experience in the Finley Recreation Center or some college level leadership position preferred
Must be available for early morning, evening, and weekend emergencies
Available to cover shifts not covered by regular staff

REMUNERATION

Each student manager will receive a \$200.00 award at the end of the fall and spring semesters; in addition to the regular pay for hours worked.

Contact Judy Vezina, Director of Finley Recreation Center, at extension 4348, or by email at jvezina@une.edu for more information.

Student Signature

Date

Director

Date