



Job Description - Facility Operations Internship

JOB SUMMARY

Assist the Assistant Director and Graduate Assistant with operations of the Informal Recreation program. The following is a list of the responsibilities for Facility Operations that the fieldwork student/intern will assist in:

PROGRAMMING

- Actively promote the Facility Operations program
- Coordinate special events.
- Schedule (ad reschedule) leagues and tournaments
- Maintain Informal bulletin boards in SRC
- Develop flyers and coordinate distribution
- Maintain correspondence with student participation

FACILITY MANAGEMENT

- Assist in the facility supervision of the Student Recreation Center
- Report maintenance problems through proper channels
- Evaluate, implement and maintain Risk Management plan
- Assist with facility policy and procedure development and revisions
- Maintain correspondence with the student participants.
- Assist in maintenance of website and other online promotions

INTERNSHIP COMPETENCIES

- Multiple team projects that involve research, analysis, problem solving, presentations, as well as receiving and implementing constructive feedback
- Five aspects of program design including: safety, budgeting, personnel, scheduling and assessments
- Individual mentoring from Campus Recreation recreational professionals

ADMINISTRATIVE

- Maintain Facility Operations equipment inventory
- Assist with income projection and budget development.
- Manage membership and locker database

PROFESSIONAL DEVELOPMENT

- Be a member of Campus Recreation Pro-Rec Organization
- Become certified in CPR/First Aid/ AED

TERMS OF EMPLOYMENT

- Non-paid position
- Available to work evenings and weekends
- Work less than 39 hours per week (not to exceed 40 hours in any one-week period)
- Hold office hours, participate in project meetings, and complete other duties as assigned