Applications will be accepted through **Friday September 30th** no later than 5pm in the **Rec Sports Office**. Interview invitations will be sent out early the following week.

If hired, please be sure you are available to attend the Mandatory Training Dates for Spring 2016:
- **New Staff Training** – Saturday, October 15th
- **Friday Staff Meetings** – 3:30-4pm
- **CPR/First Aid** – TBA  *If you are not currently certified with CPR/First Aid

**Job Description**

As a Student Event Staff, your primary responsibility is managing risk and assisting the event run smoothly at a variety of athletic fields and facilities on campus. The majority of our events occur on Friday, Saturday and Sundays and occasionally within the week. These events include but are not limited to, Sport Club and Student Organization’s games and tournaments. The focus of these events varies in nature from highly competitive teams to group’s building camaraderie and everything in between. Our goal is to provide participants with a safe and enjoyable experience.

**Responsibilities include (but are not limited to):**
- Event/equipment set up and take down
- Procure participant signed waivers at the beginning of the event
- Self-initiate implementation of Rec Sports and Recreation Department protocol and field/facility policies
- Monitor event field/facility and equipment, as well as participants and spectators for safety prior and throughout event
- Provide clear communication with participants and spectators when establishing or enforcing Rec Sports expectations
- Be prepared for an emergency response
- Be the first on the scene when there is an injury, physical/verbal dispute or if any other immediate attention is required
- Document clearly and complete facility reports, injury reports and incident reports and turn in to the proper location.

**Required:**
- To maintain current CPR & First Aid Certifications
- Attend Student Events Staff Training once a quarter
- Attend Student Event Weekly Staff Meetings

**Recreational Sports Expectations:**

You are expected to conduct yourself in the following ways:
- **Knowledge** – You will be expected to know information shared at your meetings, trainings and within your staff manual and follow all the policies and procedures which pertain to your position.
- **Attitude** – Maintain a good attitude towards your job. Your attitude directly reflects upon our program. You are expected to be professional and courteous with participants and spectators.
- **Initiative** – Take initiative. Recreational Sports believes in student leadership and gives significant responsibility to our student employees.
- **Integrity** – Be honest and admit mistakes when they are made. Immediately move to acknowledge and correct them.
- **Appearance** – You are part of a service organization and your appearance reflects on the standing of the program as a whole. Be sure you are well groomed and in your staff shirt/sweatshirt and closed-toed shoes.

**Pay:** $10/hour