


*Job ID:	30179
*Job Title:	Facility Student Supervisor
Employer Name:	 UMass Boston Recreation
Openings:	-
Days/hours & duration of job:	Various days/times (Facilities are open Monday-Sunday)
Wage/Salary:	Grade IV, \$15.75 HR
Employment Start Date:	-
Employment End Date:	-
*Job Description:	<p>Under the supervision of the Recreation Programming & Member Services Manager, this position will represent the UMass Boston Recreation department personally, professionally and in a manner in accordance with the mission and goals of the University. This is the highest position within Recreation</p> <ul style="list-style-type: none"> • Assist professional staff in demonstrating relevant skills and providing feedback to Member Service Staff, Fitness Staff, and Intramural Staff. • Responsible for enforcing departmental and university policies and procedures • Support an environment that encourages, values, and delivers outstanding customer service • Protect and ensure that our facilities are a safe and inclusive space for all members • Have full working knowledge of all Recreation programs and services offered (and be able to direct members to resources pertaining to programing) • Have a strong understanding of Recreational systems and software to assist support staff • Attend all scheduled staff meetings and trainings • Complete all necessary documentation, reports, and forms • Enforce rules & regulations related to facility use, oversee patron access and exit from satellite recreational facilities

	<ul style="list-style-type: none"> • Check facilities for safety issues prior to the start of a shift report all risk management concerns to appropriate staff • Be a visible, welcoming representation of the UMB Recreation Department to our members • Ability to respond to and understand the protocol for handling emergencies (medical, weather, hazard, etc) • Handle office communications in all forms; answering phones, taking messages, fielding questions from students, faculty, administration, staff, alumni, and patrons from outside of campus • Must be punctual and able to work any weekend shifts when scheduled • Exhibit competence in all aspects of Recreation policies, and procedures with the ability to communicate these policies to our members
*Qualifications:	<ul style="list-style-type: none"> • Federal work-study preferred • Display a strong interest in Recreational Programming and Facilities with ability to promote the health and well-being of our community • Ability to work independently as well as part of a team is expected. • Ability to work early mornings, evenings and weekends • Demonstrated supervisory experience • Must attend staff meetings • Must check UMB email daily for updates regarding operations • Certified, or able to be certified in CPR and First Aid required
*Application Instructions:	Apply at www.umb.edu/recreation/student_employment

Last updated 7/20/22