

University of Houston Clear Lake

Campus Recreation and Wellness

INFORMATION ABOUT JOB FAIR

When

Friday, April 27 1:30-4:30 P.M.

Where

SSCB, Room 3310

Job fair process

1. Bring a copy of your resume
2. Complete an application on-site
3. Participate in an interview on-site

If you are unable to attend, you may submit your application and a resume in the Fitness Room by **Friday, April 27, at 1 p.m.**

POSITIONS AVAILABLE

Operations Assistant, Fitness Assistant, Marketing Assistant, Recreational Sports Manager, Intramural Sports Official, Member Services Assistant, Personal Trainer*, Group Fitness Instructor*

POSITION DESCRIPTIONS

Requirements/qualifications for all positions

Little to no experience is required for most positions. Some positions require certifications (*) such as personal training and some group fitness

Human Resources

- Student employees are limited to 20 hours/week for any and all on-campus jobs during the academic year (Fall and Spring). Students are allowed to work up to 35 hours/week during non-academic times (summer, breaks)
- Complete all Human Resources paperwork and online training by established deadlines (usually one month from time of employment)
- Successfully complete a background check facilitated by the Human Resources Office

Certifications

- Hold a current American Red Cross First Aid/CPR/AED/Blood Borne Pathogens certification within one month of employment

Trainings and Meetings

- Attend semester and/or annual all-staff training. All-staff trainings are generally held the week prior to the start of school for both the Fall and Spring semesters
- Attend monthly in-service meetings.

Responsibilities of all employees

- Appear in departmental staff apparel including nametag and staff shirt when on shift unless otherwise approved
- Be an active user and participant in CRW activities
- Demonstrate professionalism and excellent verbal and non-verbal communication skills
- As a participant, adhere to all policies and procedures and model the expected behaviors for patrons
- Perform physical activities related to all positions including standing, walking, running, lifting, carrying, transporting, cleaning, organizing, assisting with events, working outside in heat, cold, rain, wet, or windy conditions
- Develop professional relationships with co-workers and patrons
- Uphold and exceed the expectations of the customer service philosophy of CRW: engage, educate, and empower
- Demonstrate a desire to learn and apply knowledge of CRW program areas and mission as a CRW ambassador
- Take ownership of CRW facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding CRW facilities
- Enforce CRW policies and procedures to promote participant safety, education and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and post- incident procedures
- Any person needing an accommodation for a disability in order to be employed in the department should contact their immediate supervisor immediately to arrange for the accommodation

Operations Assistant, NCWS Student Assistant 2

Pay Grade

Starting hourly wage is \$7.76/hour, max of \$8.30/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 2 – Assistant 3.

Position Summary

Under the supervision of the Assistant Director of Campus Recreation and Wellness, the Operations Associate position will assist in overseeing the operations of the CRWC and provide excellent customer service to the UHCL community.

Essential Job Functions

- Arrive prepared and on time to all scheduled shifts
- Welcome Desk
 - Welcome participants/guests to the facility by acknowledging them
 - Monitor access to the facility to ensure only valid members and their guests are admitted
 - If you suspect a patron is misusing an ID, confiscate the ID and fill out a “Confiscated ID Incident Report.” In addition, give the patron information about retrieving the confiscated ID. This sheet should be given to the person whose ID was used
 - Enforce policy and procedures
 - Assist program participants and facility users regularly on the phone and in person, with all aspects of the CRW programs and/or services
 - Prepare and supervise activity in programmed and non-programmed spaces
 - Assist with facility reservation procedures and group fitness program registration
 - Assist Operations Managers, Graduate Assistants, and professional staff with other tasks as needed
 - Serve as an information agent of CRW programs and services
 - Communicate proper entry procedures, facility policies and building hours to participants and patrons
 - Activate Emergency Action Plan (EAP) in case of a facility or medical emergency
 - Complete shift checklists and conduct facility inspections
- Equipment Desk/Laundry
 - Perform laundry duties including washing, drying, and folding towels, pinnies, etc.
 - Assist participants check in/out of informal recreation equipment and towels
 - Maintain inventory and daily use logs of all equipment checked in/out within the facility
 - Administer lost and found items, policies, and procedures
 - Report broken/damaged equipment and store appropriately
- Other duties as assigned

Fitness Assistant, NCWS Student Assistant 2

Pay Grade

Starting hourly wage is \$7.76/hour, max of \$8.30/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 2 – Assistant 3.

Position Summary

Under the supervision of the Assistant Director of Campus Recreation and Wellness, the Fitness Assistant position will assist in overseeing the fitness floor including the track, personal training suite, multipurpose rooms, spaces around the track, outdoor fitness spaces. Greet participants and help them navigate the policies and equipment in the fitness areas, ensure safety and perform preventative maintenance and housekeeping duties.

Essential Job Functions

- Arrive prepared and on time to all scheduled shifts
- Complete assigned work on daily checklist, facility inspections, and daily notes for each shift in a timely manner
- Maintain participant counts in specified areas. Document and report as needed
- Circulate regularly: be available to assist participants with equipment set up or spotting
- Identify, document, and address potential hazards or faulty equipment in spaces
- Provide excellent customer service
- Be resourceful and refer people to the correct locations or refer them to additional information
- Enforce fitness floor policies and procedures including drinks, apparel, collars, and safety issues
- Activate the Emergency Action Plan (EAP) in case of a facility or medical emergency and serve as first responder
- Ensure the safety of patrons
- Re-rack weights and ensure the racks are neat, tidy, and safe. Plates should be re-racked and bars should be stored appropriately. Benches should be lined up neatly when possible
- Remind patrons to re-rack their weights and wipe down their pads

- Olympic Lifting/Equipment Responsibilities
 - Responsible for setting up the area and making sure the area is clean and prepared for opening
 - Monitor the Power Lift racks
- Other duties as assigned

Marketing Assistant, NCWS Student Assistant 2

Pay Grade

Starting hourly wage is \$7.76/hour, max of \$10.17/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 2 – Assistant 4.

Position Summary

Under the supervision of the Director of Campus Recreation and Wellness and/or Assistant Director of Campus Recreation and Wellness, the Marketing Assistant position will assist in the overall marketing strategy and marketing opportunities to the UHCL community through visual material, online website, marketing campaigns, social media platforms, and other venues.

Essential Job Functions

- Arrive prepared and on time to all scheduled shifts
- Assist in the creation of program and departmental marketing material as needed following processes of the department and university Brand Guide
- Assist in the creation and distribution of departmental and program brochures and creating departmental Program Guide, which serves as an overview of the department, programs, functional areas, and other aspects of the department
- Provide content and layout of a quarterly newsletter highlighting departmental programming, expansion, staff, student participants, health and wellness tips, interesting facts or stories related to the department, etc.
- Assist in the management of social media presence on Facebook, Twitter, Instagram, and other platforms as needed
- Assist in the management of social media campaigns as determined by marketing events, special events, etc.
- Assist in the scheduling, reservations, preparation, and staffing for tabling events like Welcome Back Bash, orientations, open house, and other special events throughout the year
- Ensure in-house and out of house promotional efforts to include flyer distribution in all academic buildings, special events, classroom visits, presentations, info sessions, etc.
- Assist in Family Weekend and other special event planning and execution
- Ability to work flexible hours weekdays, evenings or weekends
- Experience with marketing software and equipment
 - Marketing Software
 - Experience working with Microsoft Office Suite: Word, Excel, PowerPoint, Publisher
 - Limited exposure to Adobe Creative Suite or similar software
 - Equipment
 - Digital camera and assorted lenses and filters
 - Video camera usage and video editing to create testimonials, commercials, special projects throughout the year
- Assistance in the research and purchasing of departmental equipment related to marketing needs
- Other duties as assigned

Recreational Sports Manager, NCWS Student Assistant 3

Pay Grade

Starting hourly wage is \$8.30/hour, max of \$8.88/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 3 – Assistant 4.

Position Summary

Under the supervision of the Assistant Director of Campus Recreation and Wellness, the Recreational Sports Manager position will assist in overseeing the fitness floor including track, personal training suite, multipurpose rooms, spaces around the track, outdoor fitness spaces. Greet participants and help them navigate the policies and equipment in the fitness areas, ensure safety and perform preventative maintenance and housekeeping duties.

Essential Job Functions

- Arrive prepared and on time to all scheduled shifts
- Supervise, coordinate, and assist with practices and events for Intramural Sports and Sport Clubs
- Be knowledgeable of all rules for the sport you supervise
- Act as a liaison between participants, CRW staff, officials, scorekeepers, and spectators

- Demonstrate characteristics that positively reflect the Intramural Sports program such as, honesty, integrity, accountability, collaboration with others and respect
- Assist in officials training (s) assigned to you
- Attend and participate in officials trainings led by professional staff
- Manage student staff and their performance during shifts
- Ensure the safety and proper conduct of all participants, spectators and staff
- Activate Emergency Action Plan and manage the scene until advanced medical personnel arrive
- Enforce all Intramural Sports policies and procedures
- Establish rapport with participants and club participants
- Ensure that all documents and forms are completed properly and accurately
- Act as a liaison between participants, CRW staff, officials and spectators
- Ensure CRW equipment is properly set up, used, and stored
- Other duties as assigned

Intramural Sports Official, NCWS Student Assistant 2

Pay Grade

Starting hourly wage is \$7.76/hour, max of \$8.88/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 2 – Assistant 3. Certified state, regional, or national certification earns a higher pay rate.

Position Summary

Under the supervision of the Assistant Director of Campus Recreation and Wellness, the Intramural Sports Official position will assist in enforcing rules of play and providing supervision for safety, fair play, and sportsmanship for various intramural activities.

Essential Job Functions

- Maintain an appropriate and professional demeanor at all times
- Attend required training sessions and demonstrate proficiency in understanding and application of rules and officiating mechanics and philosophies
- Enforce established rules during intramural competitions
- Enforce and evaluate sportsmanship of intramural teams and participants
- Ensure a safe environment for intramural participants by inspecting the playing area before the competition
- Ensure correct attire of each participant (no jewelry or prohibited equipment etc.)
- Facilitate captain's meetings prior to each competition
- Report results and scores of intramural competition to Recreational Sports Manager
- Ensure proper use of all university equipment by program participants
- Resolve on site disputes involving player conflict and rule interpretation
- Assist in the setup, use of, and storage of all fields/courts before, during, and after games
- Pick up trash and assist in making sure spaces are clean after use
- Serve as crowd control, communicator, or assistant in the Emergency Action Plan
- Other duties as assigned

Member Service Assistant, NCWS Student Assistant 2

Pay Grade

Starting hourly wage is \$7.76/hour, max of \$8.30/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 2 – Assistant 3.

Position Summary

Under the supervision of the Director of Campus Recreation and Wellness, Member Services Assistants position will assist the CRW staff with day-to-day administrative operations. Duties include membership sales, locker rentals, towel service, reservations, special events and answering and directing incoming calls, distributing mail, receiving/escorting all visitors, and assisting in reconciliation and payroll.

Essential Job Functions

- Receive all visitors to CRW's administrative offices and direct them to appropriate area
- Perform general clerical tasks, including but not limited to deposits, reconciliation, data entry and file management
- Receive all calls to CRW's main information phone line, and perform proper procedures for transferring, taking and distributing messages
- Serve as information agents of CRW and promote programs and services offered

- Administer Point of Sale through Fusion software including memberships, guest passes and spectator passes (special events as needed)
- Manage and complete refund requests
- Distribute/checkout out staff apparel to CRW staff members
- Create online registrations and manage cancelations for special events, group fitness classes, CPR classes, etc.
- Other duties as required by the department
- Facilitate Fusion Training for PA/GA/Professional Staff as required
- Serve as an interdepartmental liaison for software and membership questions
- Other duties as assigned

Personal Trainer, NCWS Student Tech 3 or 4

Pay Grade

Starting hourly wage is \$9.50/hour, max of \$10.17/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as Student Tech III or IV.

Position Summary

Under the supervision of the Assistant Director for Campus Recreation and Wellness, the Personal Trainer position will deliver positive fitness experiences and quality personal training sessions leading to client acquisition and retention. Comprehensive goals assessments, behavioral analysis, fitness assessments, and programming will be required.

Essential Job Functions

- Conduct one-on-one exercise sessions with clients
- Utilize NASM, ACSM, NSCA, ACE or other approved guidelines to design exercise programs tailored to individual needs.
- Ensure the safety and appropriateness of exercises selected for individual workouts.
- Complete Personal Training Log neatly and legibly for every training session with every client
- Maintain client records and additional documentation with the Fitness administration
- Educate patrons using "PT on Duty" to introduce potential clients to evidence based norms and practices
- Recommend classes and equipment to clients.
- Correct form and teach exercise and conditioning technique to clients within sessions.
- Provide modifications of exercises based upon the client's level of fitness and personal choice.
- Work with others to execute risk reduction measures and provide care in emergency situations.
- Clearly articulate, enforce and educate patrons on all rules, policies and procedures.
- Other duties as assigned.

Group Fitness Instructor, NCWS Student Assistant 4

Pay Grade

Starting hourly wage is \$10.17/hour, max of \$11/hour and is commensurate with certification, education, and experience with marketing, technology, and software experience. HR position listed as NCWS Student Assistant 4 – Assistant 5.

Position Summary

Under the supervision of the Assistant Director of Campus Recreation and Wellness, the Group Fitness Instructor position will teach diverse class formats and lead classes of all skill levels and activity types. Instructors assist with special events and workshops.

Essential Job Functions

- Arrive to work 15 minutes prior to your class prepared and ready to teach. This includes having your choreography/routine already created
- Stay 15 minutes after class ends to answer any questions participants may have and to straighten up the room
- Communicate any problems and/or concerns with stereo and other equipment to your Operations Manager as soon as possible
- Know your scope of practice and act accordingly
- Keep current in all certifications required for you to perform your job
- Be courteous and helpful to all individuals you assist
- Know and enforce all CRW policies and procedures