

## **Campus Recreation – Events Manager**

**Department:** FAU Campus Recreation

**Campus:** Boca Raton

**Position Title:** Recreation Events Manager

**Hours Per Week:** 4

**Classification:** Undergraduate or Graduate or Work study

### **Brief Description:**

As the lead student staff member, the recreation events manager will manage the operation of recreational events. Events include but are not limited to sport matches/tournaments, sport clinics and special events. Managers must respond quickly and independently to all medical and weather-related emergencies. They will supervise the event and participants to ensure the safety of those participating. Recreation Events Manager may manage and coordinate student employees, programs and services. In addition, they will enforce outdoor and indoor facility policies and resolve conflicts. Recreation Events Managers must support the department's mission, provide excellent customer service, and serve as a role model.

### **Key Accountabilities:**

Reports to the Operations Coordinator

- Responsible for opening and closing indoor and outdoor facilities
- Respond to all medical or weather emergencies
- Enforce department and university policies and procedures
- Provide supervision to all student positions working the event
- Report all event issues and concerns
- Maintain a clean environment in and around all facilities
- Monitor activities closely and identify any safety issues
- Create temporary facility signage
- Provide assistance to participants when appropriate
- Other duties as assigned

### **Requirements:**

- Current FAU student and enrolled in at least 6 credits per semester
- Currently have a GPA of 2.5 or greater
- Authorized to work in the United States
- Attend a Campus Recreation Employee Recruitment Session
- Able to lift 50 pounds or more
- Current CPR/AED & First Aid Certification
- Must be willing to work some early mornings, late nights, and weekends

### **What You Will Do and Learn:**

- ✓ **Communication Skills:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization

- Exemplify effective verbal and written communication through proper in-person, phone, and email etiquette
- Follow up messages and reporting
- ✓ **Work Ethic & Professionalism:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.
  - Gain experience working in a professional environment (being punctual, adhering to dress code)
  - Prioritization of tasks with a focus on customer service
- ✓ **Teamwork/Collaboration Skills:** Build collaborative relationships with colleagues and participants representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
  - Interact with other FAU departments, FAU patrons, and community partners
  - Planning, coordination, and execution of projects
- ✓ **Critical Thinking/Problem Solving Skills:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
  - Assist with student, parent, faculty, staff, employer and community member questions with a courteous and professional demeanor by utilizing knowledge of the department and the university
  - Analyze and procure solutions regarding events, facilities, and staff or participants issues
- ✓ **Leadership Skills:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
- ✓ **Digital Technology Skills:** Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.
  - Utilize computer software such as: Microsoft Office, Google Apps, Innosoft Fusion, Fitness EMS
  - Perform clerical duties, including copying, filing, scanning, etc.
- ✓ **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
  - Respectful engagement with multi-culture and diverse students, employers, and staff