Position Summary:
- Perform daily facility operations responsibilities that include: supervise and set-up/teardown of informal recreation activities; complete facility walkthroughs including headcounts; manage, setup, teardown down and supervise reservations and events; complete preventive maintenance tasks; maintain a safe and enjoyable facility environment; and other duties as assigned

Position Responsibilities:
- Supervise and promote sportsmanship of members and guests during open recreation activities
- Complete daily set-up and teardown of open recreation equipment
- Serve as the first responder for emergencies, including supporting the completion of appropriate documentation and reports as detailed in the Emergency Action Plan
- Perform daily tasks including hourly headcounts, door checks and space walkthroughs
- Complete facility, equipment and housekeeping inspections
- Provide reservation and event management for internal and external events on a rotating schedule
- Perform reservation and event set-up/break down/changeover, opening and/or closing of related facilities, crowd management, customer service, enforcement of guidelines and procedures; serve as point-of-contact; maintain facility access control related to event operations
- Maintain thorough knowledge of and monitor proper equipment use; accurately follow direction and diagrams; complete event responsibilities in a timely fashion
- Perform facility and equipment preventive maintenance as needed
- Complete training and regularly utilize the following software programs: Fusion, 25Live, OneNote, SubItUp, and Connect2
- Maintain a strong knowledge of and enforce all guidelines and procedures
- Attend all staff meetings, in-services and trainings
- Be an active representative of Campus Recreation at all times
- All other duties assigned as by the supervisor and other Campus Recreation professional staff

Qualifications:
- Must hold current certifications in American Red Cross CPR for the Professional Rescuer and Healthcare Provider/AED and First Aid
- At least one academic semester of Campus Recreation employment with a positive review is preferred but not required
- Must complete TU Ladder Safety Program
- Flexible schedule; hours include mornings, evenings, weekends, holidays and summer if available (minimum of 7 weekday hours or two shifts per week)
- Must be able to lift 45lbs
- Must be able to stand for extended periods of time
- Must be able walk three flights of stairs
- The ability to effectively monitor and communicate to members, guests, and staff
- Punctuality, accuracy and the ability to meet deadlines
- Good oral and written communication skills; strong attention to detail
- Weekends scheduled on a rotating basis (not included in 7 weekday hours)

**Supervisor:** Jalen Upshaw, Campus Recreation, Coordinator of Reservations & Events  
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