

Campus Recreation

Facilities

Event Staff Job Description



Position Responsibilities:

- Provide event support for internal and external events, such as competitive sports, athletic competitions, student organization special events, banquets, fundraisers, etc.
- Perform event responsibilities that include but are not limited to: set-up/break down, locking/unlocking facilities and equipment, crowd management, customer service, serving as point of contact for members, guests and staff, and other duties as assigned.
- Working together with other student staff by delegating responsibilities, problem solving, and handling customer service situations.
- Serve as the primary responder for emergencies, including completing appropriate documentation and reports as detailed in the Emergency Action Plan.
- Maintain a strong knowledge of and enforce all Campus Recreation policies and procedures.
- Complete Field/Facility walk-throughs to check for and document any risks and maintenance issues.
- Have thorough knowledge of event equipment including usage, setup/break down. (Equipment includes tables, chairs, tarps, sporting equipment, stages and other event supplies.)
- Accurately follow directions and diagrams associated with each particular event.
- Complete event set-up in a timely fashion. Events are time sensitive and set-ups may need to be completed in a very short period of time.
- Be a liaison for Campus Recreation when dealing with internal and external groups such as: Athletics, Kinesiology, Housekeeping, Facility Management, Police, Event and Conference Services, student groups, etc.
- Attend all staff meetings, in-services and trainings.
- Fill out all forms and reports as necessary and practice effective communication with supervisors, professional staff, co-workers, and members
- Be an active representative of Campus Recreation at all times
- Hours will vary dependent on event schedules, with many occurring at night and on weekends.
- All other duties assigned 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, or obtain the certification within one month of hire. (Red Cross CPR Pro classes are offered for free to Campus Rec employees)
- Excellent customer service skills.
- Good oral and written communication skills.
- Be in good academic standing.
- Must be able to lift up to 45 lbs. This includes moving tables, chairs, water coolers, and other event-related equipment.
- Punctuality, accuracy and the ability to meet deadlines.
- Flexible schedule to include early mornings, late nights, weekends, holidays, and overnight events.

Supervisor: Coordinator of Facilities and Events

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