

**JOB DESCRIPTION – BUILDING MANAGER****Campus Recreation Profile**

Pikes Peak, America's Mountain as it is known, forms a breathtaking backdrop for the LEED Gold Certified UCCS Gallogly Recreation and Wellness Center, which opened its doors in January 2016. Campus Recreation facilities and programs serve more than 500 students and faculty/staff daily, while employing approximately 100 students every year. Campus Recreation professional staff committed to student development, diversity and sustainability, all while encouraging healthy lifestyles through extensive programs and services.

Campus Recreation's mission supports the UCCS mission by providing students and the campus community with diverse programs, outstanding facilities and educational experiences that support the development of a healthy mind, body and spirit. We enhance the campus experience through programs and services that focus on student development, promotion of a healthy lifestyle and provide opportunities for social interaction.

**Job Responsibilities**

- Responsible for the overall general supervision and risk management of the UCCS Recreation and Wellness Center and Campus Recreation activities.
- Open and close the Campus Recreation portion of the UCCS Recreation and Wellness Center.
- Assist Campus Recreation professional staff in supervising student staff.
- Assist in managing front desk operations, including cash handling, locker rentals, the equipment checkout process, membership/sales and lost-and-found.
- Providing excellent customer service for all patrons at all times. This includes greeting patrons, providing accurate information and answering phone calls.
- Be knowledgeable about events and different locations on campus in order to be a resource to our UCCS community.
- Assist with special event set-up as needed.
- Provide information about the entire Recreation and Wellness Center, including but not limited to: group fitness, intramurals, aquatics, club sports, the SOLE Center, health center, counseling, events, etc.
- Inspect the facility and fitness center cleanliness and assist with completing daily cleaning tasks.
- Assist and monitor Aquatics, Fitness, S.O.L.E. and Intramural employees for proper practices and procedures.
- Assist the Assistant Director of Facility Operations in the recruiting, interviewing, hiring, training and evaluations of Guest Services Attendants, and Fitness Center student staff.
- Be a role model to other student staff, and lead by example.
- Collaborate with the Assistant Director of Facility Operations in maintaining facility equipment, equipment available for checkout and emergency response equipment supplies & inventory.
- Execute basic maintenance procedures and report any maintenance issues by submitting work orders.
- Record participation data and perform data entry.
- Complete and distribute accident and incident reports to the appropriate professional staff.
- Hold student staff and co-workers accountable by issuing write-ups when appropriate.

# Campus Recreation

UNIVERSITY OF COLORADO COLORADO SPRINGS

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- Assist the Guest Services Attendants in organizing customer service and lobby areas in an aesthetically appealing manner.
- Enforce all Campus Recreation rules, regulations and procedures.
- Assist fitness center participants in the safe and appropriate use of fitness equipment.
- Be able to explain/demonstrate how to use fitness and strength equipment.
- Serve as a first responder during all emergencies and evacuations that occur while on duty. This includes initiating the emergency action plan (EAP) and ensuring that university and department guidelines are followed.
- Monitor advertisement and marketing boards for accuracy and functionality.
- Assist in office work as requested by professional staff.
- Mandatory attendance at weekly (during Fall & Spring semesters) BM meetings, in-services, trainings and facility staff meetings. Optional attendance at other student staff meetings (as invited).
- Assist in maintaining a variety of contact lists for UCCS Recreation and Wellness business, staff, and facility needs.
- Restock, inventory, and submit supply request forms for general office supplies.
- Assist in monitoring and maintaining office equipment performance.
- Obey and comply with all UCCS Recreation and Wellness, UCCS Campus, State, and Local ordinances and policies.
- Checking and responding to emails in a professional and timely manner

### **Required Qualifications**

- Currently enrolled in at least 6 credit hours at UCCS.
- American Red Cross certified First Aid / CPR / AED. If you do not have this currently, you must obtain within one month of hire.
- Must commit to working a minimum of 10 hours/week.
- Working knowledge of the use of fitness and strength equipment in the UCCS Recreation & Wellness Center.
- Exceptional customer service, conflict resolution and leadership skills with the ability to adapt easily to situations.
- Ability to effectively work and participate in a collaborative team environment.
- Proficiency with computers, including Microsoft Office applications.

### **Preferred Qualifications**

- Previous experience supervising staff.
- Previous experience working in a recreation setting.
- Previous experience working in the Campus Recreation setting.
- Completion of a leadership training.
- Previous experience in customer service.

### **Compensation**

The compensation for this position currently begins at \$17.20/hour.