

Campus Recreation Student Worker Job Description(s)

As an employee of Campus Recreation and Student Life you are required to uphold the standards set in place, not only by Houston Baptist University, but also by Campus Recreation and Student Life staff. Your job as a student worker is to effectively manage and maintain equipment, services, programs, and membership in a manner of professionalism that represents all parties to the best of your ability.

Roles of a Campus Recreation Student Worker:

- **Campus Recreation Supervisor:** As a Supervisor for Campus Recreation your role will be varied and diverse from day to day. Responsibilities include but are not limited to; represent Campus Recreation at staff/faculty/student/public facing events, officiating intramural games, mediating conflict on and off the court/field, supervising intramural league play during the various seasons, understanding all sports played during intramurals, putting together work schedules for other Campus Recreation student workers, planning various Campus Recreation events, developing and distributing marketing materials for Campus Recreation leagues/events, inputting intramural game scores into IMleagues in a timely fashion, managing the set up and tear down of various Campus Recreation intramurals and events, leading student worker trainings and captains meetings, communicating with other student workers and Campus Recreation staff about needs and assignments in a timely manner, ensuring the successful execution of directions given by the Campus Recreation Student Success Specialist, all other duties as assigned.
 - Campus Recreation Supervisors must attend all Campus Recreation Officials meetings and complete the accompanying trainings for each intramural sport. Campus Recreation Supervisors must attend all additional meetings and trainings as assigned.
 - Photography and promotion positions are also considered Campus Recreation Student Workers and may be asked to complete any tasks mentioned above for which they are trained and able.

- **Campus Recreation Odyssey Peer Leader:** HBU Odyssey is a program created for HBU freshman. The Odyssey seeks to build authentic relationships by introducing freshman to current student leaders, faculty, and staff. The Odyssey is an ideal opportunity for freshman to plug in to all that HBU has to offer. As a Peer Leader for the Odyssey you will be expected to abide by the highest standards of HBU, Student Life, and Campus Recreation. You will act as a resource and liaison between incoming freshman and the community of staff/faculty attending each event. Your experience as a student at HBU is critical. Other responsibilities of this position include but are not limited to; pre-event preparations and planning, conflict resolution and management, building relationships with incoming freshman, guiding students through events and activities, all other duties as assigned.
 - Campus Recreation Odyssey Peer Leaders are expected to attend the pre-semester Odyssey retreat off-campus from 8/12-15. Campus Recreation Odyssey Peer Leaders are also expected to attend mid semester Odyssey day-trips as available.

- **Campus Recreation Student Worker/Official:** Campus Recreation Student Workers/Officials are primarily responsible for officiating Intramural Sports Leagues throughout the semester and representing Campus Recreation at other on-campus events. Campus Recreation Student Workers/Officials are expected to manage all aspects of intramural game days including but not limited to; preparing and maintaining all sports equipment and related peripherals, setting up and tearing down all necessary sports equipment for the appropriate league being officiated, officiating at the highest level possible during the Intramural seasons, keeping scores and statistics for each game, operating the game clock, holding captains meetings before each Intramural game, maintain the cleanliness of each game site, all other duties as assigned.
 - Campus Recreation Student Workers/Officials must attend all officials meetings and complete the officials training for each Intramural sport.

- **Campus Recreation Rock Wall Attendant:** Rockwall workers are to uphold all the responsibilities that pertain to the functionality of the rockwall. This position includes but is not limited to; opening and climbing the rockwall, tightening handholds, belaying students and members of the BFC, administering and organizing Campus Recreation waivers, cleaning and closing the rockwall and the rockwall station (tables and podium), and other tasks appointed to you during your work hours.
 - Rockwall belayers are to complete all rockwall training hours and attend all rockwall meetings.

Additional responsibilities expected of all Campus Recreation Student Workers include, but are by no means limited to:

- **Customer Service:** Ensuring the student/staff/faculty/public experience with Campus Recreation is as enjoyable as possible.
- **Office monitoring:** While sitting in the office you should be approachable, friendly, and constantly aware of your environment. If an emergency were to occur, you are the first responder.
- **Dress code:** As a student worker you need to be identifiable. You are to wear your staff shirt every shift. All shoes should be close-toed. No flip flops, sandals, boots, etc. Your Student Worker badge should be on and visible at all times. Remember to reflect cleanliness and modesty in your attire.
- **Cleaning:** Take pride in your work station and make it a priority to keep it clean! An important objective as a Student Worker for Campus Recreation is to keep all equipment and work stations as clean as possible. Please remember to refill cleaning supplies as needed and dispose of used items as directed.
 - Fields, courts, or areas that are used for Campus Recreation events must be left in the same or better condition than which the area was found. No food is allowed on the football field (this includes sunflower seeds). Any food or drink spills on the courts needs to be cleaned properly.
- **Emergency Staff Procedures:** Be aware of and understand what the procedures are for different types of emergencies.
- **Social Media:** Due to social media being our primary source for promotions/marketing, it is the responsibility of all Campus Recreation workers to promote the Campus Recreation events through social media by “sharing”, “liking”, posting, etc.
 - Personal social media accounts must follow the HBU Student Handbook social media Code of Conduct Agreement.
- **Equipment:** All members of Campus Recreation are responsible for the upkeep of the Campus Recreation equipment used for a specific event. This includes; bringing equipment to the event, returning the equipment back to the Campus Recreation office, maintaining the quality of the equipment, reporting if any equipment is damaged or missing.

For more information contact **Will Bolin**, Student Success Specialist; Campus Recreation and Spirit...

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