

JOB TITLE: Campus Recreation – Informal Recreation Program Assistant

SUPERVISING OFFICE: Campus Recreation

CONTACT PERSON: Chelsea Robinson

CONTACT PERSON'S EMAIL: robinsoncn@longwood.edu

START DATE: Fall/Spring start date is the week before school begins. Summer/Winter start date is the week before the semester ends.

BRIEF DESCRIPTION: Assist the Assistant Director, Fitness and Informal Recreation, in all aspects of the day-to-day operation of the Fitness Center informal areas and programming. Time will be spent in the office coordinating aspects of staff training, risk management, program management, and policy and procedure development and implementation. Time will include program implementation, planning and attending special events, attending to safety issues, and managing student employees.

REQUIRED QUALIFICATIONS:

- Knowledge of all Campus Recreation rules and policies.
- CPR/AED, Standard First Aid, and Bloodborne Pathogens required within the first 60 days of employment.
- Must act in a positive and professional manner when dealing with faculty, staff, and students.
- Must have the ability to work under stressful conditions, have strong problem-solving skills, flexibility, sound computer skills, and a strong commitment to customer service.
- 1 year of experience working for Campus Recreation or equal experience in a similar working environment.
- Demonstrate strong communication and leadership skills, active in the recreation field, and pursuing recreation as a professional opportunity.

JOB RESPONSIBILITIES:

- Assisting with student staff management including issuing violation and accommodation forms.
- To assist in risk management in all areas of the building.
- To assist in the organization of program records, files, and equipment.
- To help research, develop and rewrite program area, building and staff policies and procedures and communicate changes to all patrons and staff.
- Working special events and promotional opportunities that may take place on evenings, weekends, and across campus.
- Attendance at Campus Recreation professional staff weekly meetings as needed.
- To assist, if needed, with working in any of the student employee work areas.
- To assist, if needed, with the Marketing Program

APPLICATION PROCESS:

- Go to <http://www.longwood.edu/recreation/student-employment-opportunities/>
- Open **Student Employment Application (pdf)**
- Fill out form, making sure the right position is listed
- Submit application to campusrec@longwood.edu or in person/by mail to:
Longwood University Campus Recreation
304 Health and Fitness Center
201 High St.
Farmville, VA 23909

SELECTION PROCESS

- Fall Applications due by 1st Wednesday in April.
- Spring Applications due by 1st Wednesday in November.
- May have seasonal work opportunities in Summer and Winter.
- To be considered for the time of year applying to, applicants should submit their application by the due date listed above, however Campus Recreation will accept all applications at any time and may reach out at any point in the year to applicants.