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AQUATICS

TITLE: Lifeguard
**Job Description:** Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies

**Specific Duties:**
- Maintains constant surveillance of patrons in the facility; acts immediately & appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of EMS.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Attends and participates in monthly in-service training sessions and bi-monthly meetings
- Performs various maintenance duties as directed to maintain a clean and safe facility
- Handles or refers other problems and situations as they arise within the facility.
- Performs miscellaneous job-related duties as assigned by the Pool Manager and/or Aquatics Coordinator

**Pay:** $8.25-9.25/hour

**Requirements:**
- Current American Red Cross Certification: Lifeguard Training/First Aid
- Current American Red Cross Certification: CPR for the Professional Rescuer
- (Optional) Current American Red Cross Certification: Water Safety Instructor—to teach swim lessons.

TITLE: Special Event Facility Supervisor
**Job Description:** Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies

**Specific Duties:**
- Maintains constant surveillance of patrons in the facility; acts immediately & appropriately to secure safety of patrons in the event of emergency
- Provides emergency care and treatment as required until the arrival of EMS
- Presents professional appearance and attitude at all times and maintains a high standard of customer service
- Handles or refers other problems and situations as they arise within the facility.
- Monitors the Field House to ensure that patrons are only in designated areas
- Monitors hallways to ensure they are not blocked in case of an emergency
- Set doors in the stands to be unlocked at start of event and re-locked at end of event
- Serve as the onsite Event Supervisor for all special events programmed or scheduled through Campus Recreation
- Arrive fifteen minutes prior to the scheduled start of assigned work shift and retrieve the facility keys
Circulate throughout the building every half hour to check for problems/injuries, check with the other staff in the facility, and count the number of participants in each area
Be alert for disputes and other problems. Try to curtail or prevent them from occurring. Document problems on the appropriate forms as required for handling disciplinary action situations. Contact the police for assistance if needed
Strive to maintain positive public relations by keeping a friendly demeanor and being visible
Follow all department policies and set a good example for other staff members; complete daily logs and forms for each shift worked
Maintain current First Aid/CPR certifications
Follow all opening and closing procedures as specified in employee manual
Performs miscellaneous job-related duties as assigned by the Pool Manager and/or Aquatics Coordinator

Pay: $11.00/hour

Requirements:
- Current American Red Cross Certification: CPR for the Professional Rescuer
- (Optional) Current American Red Cross Certification: Lifeguard Training/First Aid

Additional Information:
Erika Cooper
Aquatic Coordinator
erika.cooper@unh.edu
(603) 862-0845

CAMP WILDCAT

TITLE: Camp Wildcat Counselor

Job Description: Responsible for ensuring the safety and enjoyment of the children of the Campus Recreation Department’s 7-week summer camp program.

Minimum Qualifications:
- Successful completion of High School Education.
- Current certification in Adult, Child, Infant CPR, First-Aid and AED training.
- Desired: Experience and future desire to work with children in the 6-12 age bracket.

Specific Duties:
1. Maintains constant surveillance of children in the Camp; works to ensure safety and enjoyment of participants.
2. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
3. Attends and participates in weekly staff meetings and pre-Camp training sessions.
4. Performs various duties as directed to assist in the smooth operation of Camp including beverage/lunch duty, early drop-off/late pick-up, etc.
5. Provides routine and/or emergency care and treatment as needed until the arrival of emergency medical personnel (if necessary).
6. Handles or refers other problems and situations as they arise.
Requirements:
- Ability to interact, communicate, and supervise children effectively.
- Ability to follow a schedule and also be flexible should changes occur.
- Ability to follow routine verbal and written instructions.
- Ability to react calmly and effectively in emergency situations.
- Ability to pass a pre-employment criminal background check.
- Ability to work both independently and in a team environment.
- Strong independent decision making skills.
- Knowledge of customer service standards and procedures.

Additional Information:
Brian Scott
Assistant Director, Sport Clubs
(603) 862-2038

FACILITIES

TITLE: Facility Supervisor

Job Description: The Campus Recreation Facility Supervisor carries the most responsibility of all of our hourly employee positions. Supervisors are responsible for opening the facility on time each day, closing each night and ensuring a fun, safe and hazard-free environment for everyone at the facility, patrons and fellow employees, during hours of operation.

Specific Duties:
1. Serve as a resource by providing accurate and current information regarding recreation and university-related programs and facilities.
2. Communicate and consistently enforce university, departmental, and facility policies and procedures with all users and co-workers; employ strong decision-making and conflict resolution skills with customer(s) when policies and/or procedures are violated.
3. Serve customers at the counter and on the telephone in a professional and courteous manner.
4. Maintain security and safety of facilities, users, and staff through opening/closing procedures and hourly rounds.
5. Coordinate daily facility operations that include supervision of participants and customer service representatives, assistance to intramural supervisors, equipment set up and tear down, laundry, cleaning, hourly usage reports, and special events.
6. Perform cash and Cat’s Cache, and debit/credit transactions on university point of sale (POS) system including daily opening and closing procedures.
7. Assist with registration for fitness programs and special events.
8. Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate university authorities, and completion of paperwork.
9. Report all injuries, damage, equipment needs, and user issues to administrative staff through
incident and injury reports as necessary.

10. Maintain current certifications in first aid, CPR, and AED.

11. Work scheduled shift or complete employee schedule change process if unable to work.

12. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work
environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.

13. Serve as a positive representative while participating in university and departmental activities.

14. Attend staff meetings.

15. Complete other duties as assigned such as folding brochures, posting schedules and promotional
items, etc.

**Starting pay:** $8.25/hour

**Requirements:**
Current American Red Cross Certifications *may obtain once hired:
1. CPR
2. AED
3. First Aid

**Additional Information:**
Christopher Stankowski
Graduate Assistant, Facilities
christopher.stankowski@wildcats.unh.edu
(603) 862-4585

**TITLE:** Equipment Room, Fitness Center, and Front Desk Attendant
**Job Description:** The Equipment Room Attendant is responsible for dispensing and receiving
equipment and supplies, and for laundering of towels and other articles as needed. The Fitness
Attendant is responsible for the supervision of the Campus Recreation Fitness Center. As a Fitness
Center Attendant, your responsibilities will include providing participants with information about the
Fitness Center equipment as well as cleaning and maintaining exercise equipment. The Front Desk
Attendant is responsible for being the front line in customer service at the Hamel Student Recreation
Center.

**Specific Duties:**
1. Serve as a resource by providing accurate and current information regarding recreation and
university-related programs and facilities.
2. Communicate and consistently enforce university, departmental, and facility policies and procedures with all users and co-workers.

3. Serve customers at the counter and on the telephone in a professional and courteous manner.

4. Assist building manager with facility operations that include equipment set up and tear down, laundry, cleaning, evacuation, and hourly usage reports.

5. Serve student recreation needs through organization, exchange, and inventory of sports equipment and lockers.

6. Perform cash, Cat’s Cache, and debit/credit transactions on university point of sale (POS) system.

7. Assist with registration for fitness programs and special events.

8. Implement emergency procedures that include care for injured, initiation of emergency action plan, notification of appropriate university authorities, and completion of report forms.

9. Report all injuries, damage, equipment needs, and user issues to administrative staff through incident and injury reports as necessary.

10. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.

11. Serve as a positive representative while participating in university and departmental activities.

12. Complete other duties as assigned

13. Maintain current certifications in first aid, CPR, and AED.

**Starting pay:** $7.25/hour

**Requirements:**
Current American Red Cross Certifications *may obtain once hired:
1. CPR
2. AED
3. First Aid

**Additional Information:**
Christopher Stankowski
Graduate Assistant, Facilities
christopher.stankowski@wildcats.unh.edu
(603) 862-4585
**FITNESS**

**TITLE:** Group Fitness Instructor  
**Job Description:** You are responsible for ensuring the safety of the program patrons by offering a physiologically safe and effective exercise program following the UNH and industry standards and guidelines. You will lead and instruct others in appropriate exercises, giving modifications when necessary for those with physical limitations. You must also be able to respond promptly and appropriately to questions, problems, or emergencies that arise in your class setting. You must act in a professional manner at all times, being mentally and physically prepared to do your best.  
**Specific Duties:**  
- Arrive on time to begin the class/activity when it is scheduled  
- Enforce all facility/program policies, rules, and regulations  
- Minimize and eliminate hazardous situations  
- Educate patrons to our rule and policies  
- Maintain all equipment and use properly  
- Maintain a neat and professional appearance  
- Inspect the facility/equipment on a regular basis and report unsafe items to the supervisor  
- Secure the facility when leaving  
- Provide emergency care/response if necessary until more advanced medical care arrives  
- Read weekly e-mails and room notices thoroughly and attend all mandatory meetings  
- Follow all guidelines regarding borrowing items from the office  
- Complete all appropriate records, reports, and time cards  
- Complete any additional duties as assigned  

**Pay:** $8.50-$12.00/hour  

**Requirements:**  
Current basic Group Fitness Instructor certification  
Current American Red Cross or American Heart Association certification in Adult CPR/AED  
Current American Red Cross certification in First Aid  
(Optional) Certifications in specialty areas such as Step, Kickboxing, or others  
(Optional) Extensive experience and background in specific class offering  

**Additional Information:**  
Linda Hayden  
Assistant Director, Fitness  
linda.hayden@unh.edu  
(603) 862-4515  

**TITLE:** Personal Fitness Trainer  
**Job Description:** Responsibilities include providing personal training services to clientele of all fitness levels, including students, faculty, staff, and adult community members. Personal trainers are expected to adhere to teaching methods and modalities accepted as safe and appropriate by Campus Recreation and any industry professionals.
**Specific Duties:**
- Conduct private personal training sessions for clients, following protocols as accepted and provided by the Department of Campus Recreation
- Maintain complete client files and tracking sheets
- Ensure clients’ safety by performing health risk assessments, demonstrating safe and correct form for exercises, modifying exercise intensity levels, and appropriately warming up/cooling down
- Model, promote, and consistently enforce Campus Recreation policies
- Adhere to Campus Recreation’s confidentiality guideline
- Provide positive public relations, program promotion, and policy education
- Maintain all certifications and written and oral communication with other student staff members, supervisors, and administrative staff
- Respond to injuries and assist in immediate first aid and proper emergency procedures
- Provide a welcoming, inclusive environment for staff and participants
- Perform other duties as assigned.

**Pay:** $10.00-$14.00/hour

**Requirements:**
Current Personal Fitness Trainer certification by AFAA, ACSM, NSCA, or other widely accepted personal training certifications
Current American Red Cross or American Heart Association certification in Adult CPR/AED
Current American Red Cross certification in First Aid

**Additional Information:**
Linda Hayden
Assistant Director, Fitness
linda.hayden@unh.edu
(603) 862-4515

**TITLE:** American Red Cross Instructor

**Job Description:** Responsible for planning, coordinating, and teaching American Red Cross CPR/First Aid and First Aid Courses

**Specific Duties:**
- Teach and instruct ARC classes to patron(s) and assist them in achieving their certification
- Perform cleaning tasks after every ARC class (such as cleaning manikins and equipment)
- Be proficient in handling emergency situations
- Be familiar with ARC courses and know how to use course materials effectively
- Adapt your teaching approaches to the age, experience, and ability of participants so they can meet course objectives
- Cover all material required
- Complete records and reports
- Perform any additional tasks as assigned

**Pay:** $12.00/hour
**Requirements:**
Currently certified as an American Red Cross Instructor for CPR/AED and First Aid for the Lay Responder or for the Professional Rescuer

**Additional Information:**
Linda Hayden
Assistant Director, Fitness
linda.hayden@unh.edu
(603) 862-4515

**INTRAMURALS**

**TITLE:** Intramural Program Assistant  
**Job Description:** Program assistants are responsible for the oversight of officials including hiring and scheduling of officials. They assist in the implementation and running of day to day operations for the intramural program and special events.  
**Specific Duties:**  
20 hour per week position; approximately 10 of the 20 hours will be spent at intramural sites (2 hours per day of office hours)  
  o Assist with pre-season and playoff captain’s meetings for assigned major and minor sports and tournaments.  
  o Coordinate assigned special events, including planning, marketing and tournament facilitation.  
  o Assist in the day-to-day operations of assigned sports including, but not limited to, updating scores, standings, brackets, participation statistics and tracking summary information.  
  o Nightly visitation and supervision of assigned sports.  
  o Correspond with and adjudicate discrepancies with captains, participants and spectators on a daily basis via email, telephone and in-person interaction.  
  o Assist in the recruiting, hiring, training, scheduling and evaluating of intramural officials/scorekeepers in selected sports.  
  o Plan and facilitate pre-season, season, and post-season officials’ training and meetings.  
  o Serve as the primary student development link between the program and student staff.  
  o Update sport rules and rules tests for assigned sports.  
  o Assist in the monitoring of staff hours.  
  o Conduct frequent evaluations of staff and review/log staff evaluations.  
  - Program Assistants may supervise or officiate as part of their duties.  
  - Assist in the planning and implementation of all special events, including Fall Fest, the Homecoming Road Race, and Friday tournaments.  
  - Program Assistants will attend weekly staff meetings and bi-weekly supervisor meetings and report on specific areas.  
  - Other duties as assigned.  

**Starting pay:** $8.25-8.75/hour
Qualifications:
- Minimum of two semesters of experience working as an Intramural Sports Employee
- Proficiency with Microsoft Office
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service and effective interpersonal communication skills

Requirements:
Current American Red Cross Certifications (may obtain once hired):
1. CPR
2. AED
3. First Aid

*Officiating experience recommended

Additional Information:
Zachary Watson
Program Coordinator, Intramurals and Special events
Zachary.watson@unh.edu
(603) 862-1597

TITLE: Intramural Supervisor

Job Description: Supervise participants, employees, and equipment during program hours; discourage and prevent any abuse or misuse of equipment, facility, participants or employees; prevent accidents and deal with emergency situations when they arise; call EMS if necessary and apply first aid when injuries occur; present a positive image to all participants and spectators and handle any staffing issues that may occur.

Specific Duties:
8 hour per week position; all spent at Intramural game sites.
- Supervise participants, employees and equipment during program hours.
- Discourage and prevent any abuse or misuse of equipment, facility, participants or employees.
- Prevent accidents and deal with emergency situations when they arise.
- Present a positive image to all participants and spectators and handle any staffing issues that may occur.
- Evaluate all officials on your assigned shift on a nightly basis, providing detailed and constructive praise and criticism.
- Complete daily forms for each shift worked.
- Maintain current First Aid / CPR and AED certifications.

Supervisors may officiate as part of their duties.
Assist in the implementation of all special events, including Fall Fest, the Homecoming Road Race, and Friday tournaments.
Attend all staff meetings and be active and engaging participants in the meetings.
Other duties as assigned.

Starting pay: $8.25-8.50/hour

Requirements:
Current American Red Cross Certifications (may obtain once hired):
1. CPR
2. AED
3. First Aid

*Officiating experience recommended

**Additional Information:**
Zachary Watson  
Program Coordinator, Intramurals and Special events  
Zachary.watson@unh.edu  
(603) 862-1597

**TITLE:** Intramural Official  
**Job Description:** Intramural Sports Officials are responsible for providing a fun atmosphere in a competitive, yet safe, environment. Officials must be able to implement Intramural Sports policies and playing rules in order to maintain an appropriate level of control, fairness, and safety. They should maintain a positive attitude on-site and should always be striving to improve their officiating skills.  
**Specific Duties:**  
Roughly 10 hour per week position; all spent at Intramural game sites.  
1. Officiate Intramural contests  
2. Assist with pre and post-game logistics and administrative functions  
3. Assist with preparation and inspection of the game site  
4. Provide positive public relations, program promotion, and policy education to participants  
5. Verify participant eligibility  
6. Must attend and be an active participant in all officials trainings for assigned sport.  
7. Other duties as assigned.  

**Starting pay:** $7.50-7.75/hour

**Qualifications:**  
- Demonstrated communication, organizational and leadership skills  
- Commitment to customer service and effective interpersonal communication skills  
- No prior officiating experience required.

**Additional Information:**  
Zachary Watson  
Program Coordinator, Intramurals and Special events  
Zachary.watson@unh.edu  
(603) 862-1597

**MENDUMS POND**

**TITLE:** Mendums Pond Gate Attendant  
**Job Description:** Mendums Pond staff are employees of the University of New Hampshire Department of Campus Recreation. While on duty, the gate attendant is expected to:
• Represent UNH and Campus Rec. in a professional, positive, and courteous manner at all times
• Inform patrons of area rules and regulations and provide directions to parking and drop off areas – distribute Mendums regulations and map to new visitors
• Keep an accurate account of visitors coming and leaving, collect entrance fees and/or check passes for all visitors
• Maintain the gate cash box and complete all forms accurately and completely
• Greet reservation groups as they arrive and direct them to their site and ask them to check in with the supervisor at the Administrative pavilion
• Handle visitor questions regarding facility
• Report emergencies, thefts, equipment damage, etc. to supervisor
• Perform maintenance jobs as assigned by supervisor
• Hold first Aid/CPR certification

The gate attendant is the “face” of Mendums Pond and is responsible for greeting all patrons as they enter, providing information about the facility, and directing patrons toward the parking and/or drop off area. Gate attendants will also interact with our neighbors and other passers by and need to be excellent representatives of the University and the Department. The gate attendant must also keep an accurate log of everyone entering and exiting the facility, which is an important tool in keeping all of our guests safe and happy.

Additional Information:
Cary Rhodes
Outdoor Adventures Coordinator
cary.rhodes@unh.edu
(603) 862-1577

TITLE: Mendums Pond Boat Attendant
Job Description: Mendums Pond staff are employees of the University of New Hampshire Department of Campus Recreation. While on duty, the boat attendant is expected to:

• Represent UNH and Campus Rec. in a professional, positive, and courteous manner at all times
• Assist patrons with boat rentals including lifting and moving boats
• Perform daily and weekly upkeep tasks in accordance with schedule in binder
• Ensure that renters complete boat rental forms completely and accurately and manage fees
• Ensure that all boats, PFDs and paddles are cleaned, put away, and secured at the end of the day
• Monitor boaters and swimmers for signs of distress
• Maintain waterfront cash box and financial forms
• Provide excellent customer service to all patrons
• Instruct patrons as to rules and policies
• Handle visitor questions regarding facility
• Report emergencies, thefts, equipment damage, etc. to supervisor
• Perform maintenance jobs as assigned by supervisor
• Hold first Aid/CPR certification
The waterfront staff works out of the administrative pavilion, and is dually responsible for daily upkeep of the facility and conducting boat rentals for walk-in patrons and rental groups. At the end of the day, the boat attendant will ensure that all paperwork is complete and is turned into the supervisor, and that all boats, paddles, PFDs, etc. are secured in the appropriate location (either in the admin pavilion or locked to the boat rack).

Additional Information:
Cary Rhodes
Outdoor Adventures Coordinator
cary.rhodes@unh.edu
(603) 862-1577

TITLE: Mendums Pond Supervisor
Job Description: Mendums Pond staff are employees of the University of New Hampshire Department of Campus Recreation. While on duty, the supervisor is expected to:

- Represent UNH and Campus Rec. in a professional, positive, and courteous manner at all times
- Supervise waterfront staff and gate attendant – ensure they are completing all job functions and adhering to all policies and procedures – inform manager of any issues
- Work with the Mendums manager to resolve any staff issues
- Assist waterfront staff with upkeep tasks (and boat rentals as necessary)
- Ensure all upkeep, maintenance, and inventory duties are performed in a complete and timely manner – inform manager of any facility issues in a timely manner
- Follow risk management & closing guidelines for inclement weather, emergencies, etc.
- Greet rental groups, collect forms/payment as necessary, and ensure they have what they need
- Pick up and return keys, start bank, AED, radios, and paperwork in a timely manner
- Arrive at Mendums in time to open all gates, situate staff at their stations, and brief on any happenings for the day (rental groups, adventure races, sailing events, etc.)
- Complete daily report and deposit accurately and completely
- Complete incident and accident reports as needed
- Communicate promptly with manager/coordinator during any incidents, accidents, or emergencies
- Instruct patrons as to rules and policies
- Handle visitor questions regarding facility
- Report emergencies, thefts, equipment damage, etc. to manager/coordinator
- Perform maintenance jobs as assigned by manager
- Hold first Aid/CPR certification

Supervisors are responsible for the minute-to-minute operations of the Mendums Pond Outdoor Recreation Area. They have front-line responsibilities for supervising other staff, ensuring customer satisfaction, enforcing regulations, and managing risk. These staff must be incredibly mature and responsible, as they will work away from the Rec. Center and without direct supervision most of the time. Strong communication with the other staff and with the manager and coordinator is essential. Supervisors are expected to arrive early, and stay late. They may also be asked to provide
transportation for other staff to/from campus. Supervisors will conduct regular rounds of the facility to meet and greet patrons and to ensure all regulations are followed.

During the day Supervisors may assist the boat attendant when needed, help visitors, and perform maintenance tasks as directed by the manager. They may also work with rental groups, set up pavilions, take out trash, etc. They coordinate efforts involving any incidents, accidents, weather situations, etc. At the end of the day Supervisors ensure that all visitors have left, close the facility, complete the daily deposit and paperwork, and return all money, forms, keys, etc. to the Rec Center.

**Additional Information:**
Cary Rhodes
Outdoor Adventures Coordinator
cary.rhodes@unh.edu
(603) 862-1577

**OUTDOOR ADVENTURES**

**TITLE:** Trip Leader

**Job Description:** The Trip Leader reports to the Outdoor Adventures Coordinator and ultimately to the Assistant Director for Informal Recreation. Serving as part of a trip leader staff of 10-15 individuals, the group is responsible for developing and leading comprehensive outdoor trips and such as backpacking, rock-climbing, skiing, kayaking and hiking. The Trip Leader is responsible for pre- and post-trip logistics, equipment and trip preparation, trip leadership and administrative functions.

**Specific Duties:**

**General**
1. Plan and develop trips and clinics
   a. Submit proposals for one day and over overnight trip per semester
2. Lead day, weekend and extended trips and clinics
   a. Lead at least two day and one overnight trips per semester
3. Maintain, clean, organize and repair rental equipment
4. Assist in promoting and advertising all Outdoor Adventures and Campus Recreation events
5. Stay current on outdoor trends and practices
6. Attend all regularly scheduled meetings
7. Serve on the Outdoor Adventures Response Team to assist the program in participant evacuations

**Pre-Trip**
8. Submit pre-trip paperwork
9. Check issued gear and food for accuracy and functionality
10. Conduct a pre-trip meeting for participants
11. Issue personal and group gear to the participants
12. If driving, conduct a vehicle safety check
13. If driving, drive defensively at all times
14. Meet with co and/or assistant leader(s) and coordinator
15. Assist and perform other pre-trip logistics as needed
During Trips
16. Adhere to policies and procedures as set forth by the staff manual
17. Maintain the highest degree of safety possible during trips
18. Teach participants skills necessary for success during the trip
19. Promote a culture of inclusiveness for all participants
20. Promote community and connectedness to the outdoors through debriefs and reflections.
21. Maintain professionalism at all times during the trip
22. Mentor assistant leaders and work with them to improve their skills
23. Perform other duties as needed

Post-Trip
24. Distribute trip evaluations to participants, collect when completed
25. Organize cleaning and deissue of gear
26. Ensure that all borrowed gear has been collected from participants
27. Submit incident reports within a timely manner
28. Complete a post-trip evaluation with your co and/or assistant leader(s)
29. Meet with the OA Coordinator for a post-trip meeting (overnight trips)
30. Assist with and perform other post-trip logistics and administrative tasks as needed

Starting pay: $8.00/hour

Preferred Work and Extra Curricular Experience:
1. Previous outdoor leadership experience
2. Background in leading trips/clinics is desirable
3. Awareness of safety concerns and risk management
4. Awareness of, and appreciation for, individual uniqueness and diversity
5. Commitment to student development, leadership and teamwork
6. Excellent oral and written communication skills
7. Ability to provide a welcoming, inclusive environment for participants

Required Experience:
1. Participation in Outdoor Adventures Trip Leader Training Program
2. Wilderness First Aid and CPR certification required
3. Wilderness First Responder preferred

Additional Information:
Cary Rhodes
Outdoor Adventure Coordinator
cary.rhodes@unh.edu
(603) 862-1577

TITLE: Student Manager – Outdoor Adventure

Job Description: This position will have responsibilities in many of the administrative aspects of the Outdoor Adventures program with the primary focuses being on equipment management, marketing and trip leadership. This position reports to the Outdoor Adventures Coordinator

Specific Duties:
1. Overall management of OA equipment room including weekly equipment inventory, equipment repair and maintenance, improving the rental policies and procedures and researching, assisting and researching equipment replacement and new equipment purchasing and implementing a computer-based inventory control system

2. Assisting in marketing of OA programs including managing Facebook, creating and distributing print promotional materials, staffing informational tables and researching new ways to reach the student populations

3. Planning and delivering new opportunities for students including skills clinics, special events and trips.

4. Assisting with the pre-trip responsibilities including risk management plans, food and gear acquisition and trip leader briefing for OA trips

5. Assisting with the planning and leadership of OA Trip Leader Trainings and provide mentoring to leaders throughout the semester

6. Leading OA trips as needed

7. Planning and implementing new opportunities at Mendums Pond – special events, skills clinics.

8. Working with outside interest groups to expand facilities at Mendums (ex. mountain bike trails, disc golf course, acquiring grants for facilities upgrades)

9. Assisting in planning PAWs program – incoming student orientation trip with emphasis on planning off-site backpacking trips that will be added to PAWs 2013

10. Staffing special events including Fall Fest, University Picnic Day, Midnight Madness and bouldering competitions

11. Updating and revising materials such as the staff manual, challenge course manual and TCP forms

12. Assist in evaluation of programs

**Starting pay:** $8.50/hour

**Requirements:**
1. Current UNH student
2. Enrolled in Outdoor Education or Recreation Management and Policy program
3. Extensive outdoor trip planning and leading experience
4. Familiarity with a wide-range of outdoor equipment and maintenance and repair of equipment
5. Certified in Wilderness First Aid or First Responder and CPR
6. Ability to become UNH Defensive Driver Certified (requires a driver’s license and decent driving record)
7. Proficient in computer programs such as Word, Excel and Publisher

**Preferred**
- Experience in whitewater kayaking and rock climbing
- Experience leading trips in the White Mountains and southern New Hampshire
- Experience with computer graphic design program such as Photoshop
- Experience with special event planning
SPORT CLUBS

TITLE: Sport Club Supervisor

Job Description: Sport Club supervisors are students who are representatives of Campus Recreation at home sport club events. Duties include supervising events, risk management, facility management, crowd control, and communication with other Campus Rec employees.

Specific Duties:
1. Competitions and Special Events
   a. Point of Contact for teams, coaches and officials on day of competition/event
   b. Facility/Fields Site Supervisor
   c. On-site supervision of competitions and events
   d. Assist with facility set up and break down
   e. Enforcement of Campus Recreation and University guidelines at competitions and events
   f. Practice spectator management
2. Risk Management
   a. Maintain equipment and facilities for participant safety
   b. Enforce departmental policies for hazardous weather conditions
   c. Provide appropriate first aid and risk management decisions when necessary
3. Other
   a. Complete semester roster checks
   b. Office assistance and program planning as needed
   c. Other tasks as assigned by supervisor

Starting pay: $8.25-$9.00/hour

Requirements:
Current American Red Cross Certifications *may obtain once hired:
1. CPR
2. AED
3. First Aid

Additional Information:
Kiefer Sullivan
Graduate Assistant, Sport Clubs
kiefer.sullivan@unh.edu
(603) 862-7062

WHITTEMORE CENTER EVENTS
TITLE: Event Staff

Job Description: Event Staff will be responsible for providing exceptional guest service at the Whittemore Center Arena. Event Staff team members will act as the primary provider of direct services to guests as they are entertained at the Whittemore Center Arena. Team members fill multiple staffing posts that may vary from event to event and are responsible for providing a safe environment for our guests. These posts include usher, ticket taker, door guard, event security, parking attendant, supervisor, and guest services.

Starting pay: $7.50/hour

Contact:
Hayley Parsons
Assistant Event Coordinator
(603) 862-1946