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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

Molly Labrousse
Interim Program Coordinator
molly.labrousse@unh.edu
(603) 862-1839

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
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(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
INTRAMURALS

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:
1. Arrive 30 minutes prior to scheduled start of the intramural program.

2. Work in the intramural sports office on tournament and league preparation for assigned activities.

3. Check the playing area for equipment problems or playing hazards.

4. Always be in contact with the officials and timers/scorers.

5. Ensure employees are on time, dressed appropriately, at their game sights, and performing their respective duties. Make sure you know their jobs.

6. Circulate from playing area to playing area, making sure everything is running smoothly, safely and on time.

7. Keep your eyes open for possible problems, and try to deal with them before there is an incident. Document any problems on the appropriate form. If you need assistance and the situation is out of control, contact the police.

8. Follow the employee procedures for reporting accident and injuries. Call for ambulance assistance as needed. Contact the Housekeeper in the facility for properly cleaning up bodily fluids and chemical spills.

9. Strive to maintain positive public relations by keeping a friendly demeanor and being visible. Keep well informed of current departmental information, policies, and events by reading your supervisor notebook before each shift. Provide participants with complaint / suggestion forms or refer them to the appropriate staff members.

10. Follow all department policies and set good example for other staff members.

11. Complete daily forms for each shift worked

12. Maintain current First Aid / CPR and AED certifications.
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:
Kaycee Tanioka
Graduate Assistant, Intramurals
kaycee.tanioka@unh.edu
(603) 862-1597

TITLE: Intramural Official
Job Description: Intramural Sports Officials are responsible for providing an atmosphere of fun 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:
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. Understand emergency/evacuation procedures
5. Provide positive public relations, program promotion, and policy education to participants
6. Verify participant eligibility
7. Attend all officials training clinics
8. Provide a friendly, upbeat and customer service oriented environment at all times

Starting pay: $7.50-7.75/hour

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

Additional Information:
Kaycee Tanioka
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

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

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