**Hamel Recreation Center: Building Manager**

**Summary of Position:** The Building Managers carries the most responsibility of all Campus Recreation hourly employee positions. Building Managers are responsible for opening the facility on time each day, closing each night and ensuring a fun, safe, and hazard-free environment for everyone who visits the facility.

**Qualifications:** Looking for staff who are ready to take on leadership and supervisory role. Must be reliable, responsible, have sound judgement, good at working with people, be able to provide peers with feedback and committed to doing great work.

**Expected Hours:** 6-10 hours a week, including early mornings, late nights, and weekends

**Rate of Pay:** $10.25/hour

**Supervisors: Coordinator of Member Services**

**Duties and Responsibilities:**

- Responsible for daily operations of the Hamel Recreation Center
- Conduct regular rounds of the facility to engage with patrons and ensure policies are being enforced to ensure patron safety
- Oversee and supervise all Welcome Center Staff and Fitness Assistants
- Coordinate emergency and evacuation procedures and respond to accidents and incidents as they occur utilizing proper emergency procedures
- Provide excellent customer service and greet and establish rapport with patrons, guests, and other staff members
- Explain, interpret, and enforce general Campus Recreation policies
- Provide corrective and positive feedback to employees in various areas
- Assist in daily operations of Campus Recreation
- Perform other duties as assigned by Coordinator of Member Services

**Certifications and Trainings:** A lot of the training for this position is offered on the job and is provided to staff by Campus Recreation professional staff. However there are a few things Campus Recreations expects of its staff members:

- Must be able to attend department-wide and program specific trainings provided throughout the academic year
- Must maintain current certifications for PCI, first aid, CPR and AED

**Typical Hiring Timeline:** Applications to join the Building Manager team open late October. Visit the Campus Recreation Employment page or the Campus Recreation page on Handshake to find out more.

**About Campus Recreation:** Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.
UNH Human Resources: The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.