Hamel Recreation Center: Informal Recreation Program Assistant

Summary of Position: Under the supervision of the Coordinator of Member Services, the Informal Recreation Program Assistant assists with the day-to-day functions and the development of the Hamel Rec Center and the HRC Staff.

Qualifications: Looking for staff who are ready to take on a leadership and supervisory role. Must be able to communicate effectively and efficiently, obtain strong written and verbal communication skills, and ability to use independent judgement while problem solving. This position will allow opportunity to work independently as well as work in a team environment. Seeking an individual who is self-motivated and will take initiative.

Expected Hours: 10-12 hours per week
Rate of Pay: $11.00/hour

Supervisors: Coordinator of Member Services

Duties and Responsibilities:

- Coordinate schedule for student hourly personnel
- Assist with Spring, Summer, and in-service training for Building Managers and Welcome Center Staff
- Help out with interview and hiring process for Building Managers and Welcome Center Staff
- Promote Campus Recreation and its employment opportunities by assisting in the facilitation of monthly Student Employment Opportunity Meetings
- Deepen and utilize knowledge of Fusion software
- Enhance communication among staff
- Maintain a working knowledge of all Campus Recreational programs and facilities
- Provide corrective and positive feedback to employees in various areas
- Work cooperatively with other areas of the department to achieve established goals
- Take ownership of Campus Recreation programs and facilities by exhibiting a responsible work ethic
- Establish rapport with patrons, guests and other staff members
- Assist in the 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 for the Program Assistant open early November. 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.