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 area ready to take on a leadership and supervisory role. Must be willing to take initiative and help train a team that delivers exceptional customer service and creates a friendly and welcoming environment to all guests.

Expected Hours: 3-12 hours per week, including early mornings, nights and weekends
Rate of Pay: $9.75/hour

Supervisor: Jacki Vandergon – Coordinator of Member Services

Duties and Responsibilities:
- Oversee daily operations of facility including opening and closing of facility
- Serve on a team of supervisors to nearly 60 student staff members
- Serve as main point of contact in response to all questions, concerns, and emergencies
- Promote a safe, clean, functional and marketable facility
- 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
- Perform other duties as assigned by Coordinator of Member Services

Certifications and Trainings: Some training for this position will take place during the beginning of spring semester. However, 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 at the beginning of each semester
- Must maintain current certifications for first aid, CPR and AED
- Must be able to attend monthly staff meetings

Typical Hiring Timeline: Applications to join the Building Manager Staff team open mid-October each year. 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.