Whittemore Center Arena
Event Supervisor

Summary of Position: Help lead the Whittemore Center Arena Event Staff who assist with tasks related to any events held at the facility. WCA event staff fill a variety of roles contributing to holding successful events at the arena. Event Supervisors work independently and with guidance and direction from WCA professional staff members.

Qualifications: Candidates must possess the ability to provide excellent customer service and have past leadership experience. All candidates must possess a strong work ethic, a high level of professionalism and a commitment to the University and their fellow Team Members on the staff.

Expected Hours: 10-15 hours per week. Specific hours vary and are dependent based on programming needs. Must be available to work nights and weekends.
Rate of Pay: $10.50 per hour

Supervisor: Dan French – Whittemore Center Manager

Duties and Responsibilities:
- Under guidance and direction from WCA professional staff, manage and supervise Event Staff team members
- Supervise any financials and payments in accordance with established cash handling policies and procedures
- Coordinate and supervise staff at open skating, campus recreation events and private rentals at the Whittemore Center Arena.
- Enforce and ensure all arena policies are followed.
- Assist in providing a safe environment for customers.
- Serve as a representative for Campus Recreation and WCA department during events.
- Follows all applicable safety rules and procedures.

Certifications and Trainings:
- Must be able to attend department-wide and program specific trainings provided at the beginning of each semester
- Must be able to maintain current certifications for First Aid, CPR and AED
- PCI compliance training

Hiring Timeline:
- Staff are hired at the beginning of the fall semester, however, additional hiring may occur during the year based on needs

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.