Whittemore Center Arena
Operations Team Staff

Summary of Position: Campus Recreation Operations staff assists with tasks related to the daily operations of facilities operated by Campus Recreation. Operations employees perform any work related to overall facility operations with Operations Supervisors and Whittemore Center professional staff.

Qualifications: Ability to follow direction and risk management protocols. Ability to work with multiple user groups. 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 are dependent based on programming needs. Must be available to work nights and weekends.
Rate of Pay: $9.00 per hour

Supervisor: Dan French – Whittemore Center Manager

Duties and Responsibilities:
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, replacing light bulbs etc.) for the purpose of completing projects within established time frames.
- Follows all applicable safety rules and procedures.
- Sets tables, chairs and other equipment for events and programs.
- Assists staff members with ice maintenance tasks as necessary.
- Assists with snow removal using snow shovels, snow throwers and salt spreaders as needed.
- Provides assistance to program staff, visitors, and other employees as necessary.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating conditions.
- Assist with maintaining a safe environment throughout campus recreation facilities.

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

Hiring Timeline:
- Operations employees 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.