

WEST CHESTER UNIVERSITY

Department of Campus Recreation

Recreation Attendant Position Description

Position Description:

Join West Chester University and the Department of Campus Recreation in one of the more experiential educational and active life-style departments on our campus! If you possess the ability to consistently offer outstanding customer service, show a willingness to learn and engage with others to create an inclusive and welcoming environment and have a strong attention to detail Campus Recreation is the place for you!

Duties:

- Provide customer service by greeting/de-greeting guests as they enter and exit the Student Recreation Center
- Ensure all members properly access the facility with proper and valid identification
- Ensure a safe environment for all by monitoring activities of members while exercising in the Student Recreation Center
- Act as a first responder in the event of an emergency arising in the Student Recreation Center
- Enforce university and department policies as needed
- Properly check-out/in various recreation equipment to members
- Clean and detail all strength and conditioning equipment
- Answer incoming telephone calls and as needed direct the caller to the proper professional staff member
- Take initiative in identifying issues which may need attention and communicate with the Facility Supervisor on duty
- Be familiar with all aspects of Campus Recreation to better assist member inquiries
- Providing lifting spot to members if requested
- Other duties as assigned

Required Qualifications:

- Currently enrolled student at West Chester University
- Complete all payroll and background clearances as required by West Chester University
- Certification in CPR/AED/First Aid (or ability to obtain within 90 days)
- Provide a flexible schedule offering the ability to work mornings, afternoons, evenings, and weekends
- Strong interpersonal skills

Preferred Qualifications:

- Genuine appreciation and interest in serving others in the field of recreation and leisure activities
- Strong critical thinking skills

Learning Outcomes:

- Ability to more consistently deliver outstanding customer service
- Ability to improve time management skills
- Ability to more effectively communicate with others
- Ability to more effectively utilize critical thinking skills

This is a part-time position starting at \$7.75 per hour.

Application Process:

- Attend a Campus Recreation Recruitment and Information session

- Successfully complete the Campus Recreation Employment Application and submit the application with a current resume at the Student Recreation Center, Welcome Desk
- Attend a Campus Recreation On-boarding session fully completing all required paperwork

For any questions, please contact Assistant Director-Facilities and Fitness, Brynn Crognale at BCrognale@wcupa.edu