Purpose: To outline the expectations for Facility Operations Program Assistants

Scope: Recreational Sports Facilities

Policy OR Procedure

I. RESPONSIBILITIES:
   a. Provide facility coverage as a supplementary presence to professional staff and/or representative of professional staff during their absence.
   b. Submit professional and comprehensive written evening reports to the Graduate Assistants, Specialist, and Assistant Director at the close of the facility each night.
   c. Assist in the hiring, training, scheduling, motivating, supervising and evaluating of student employees working in Facility Operations.
   d. Actively manage and be responsible for Operations Staff, Facility Operations Manager and the fulfillment of their duties.
   e. Lead in the planning and facilitation of all Operations Staff and Manager Meetings and initiatives.
   f. Provide background support for all program areas with the successful application of daily programs, implementation of policy and procedure, and other services on an as-needed basis.
   g. Complete facility and equipment inspections as part of facility walk-throughs.
   h. Provide feedback and recommend purchasing strategies for pro shop and equipment checkout functions.
   i. Supervise special events conducted by Recreational Sports, University Union, community groups and various student organizations.
   j. Act as a supporting role for the Facility Operations Manager and all program area operations in situations relating to facility access, reservations, and usage policies.
   k. Assist with supervising a comprehensive Informal Recreation program that will encourage safe and enjoyable (safe, inclusive, and engaging) participation for the broadest range of students, faculty and staff.
   l. Maintain a Program Assistant Portfolio housing meeting agendas, leadership development materials, project information, etc.
   m. Ensure access requirements and documents of students, faculty, staff and guests into the Student Recreation Center and other recreation facilities are being upheld.
   n. Maintain records and reports, monitor the daily and special events calendar.
   o. Replenish Pro Shop items weekly and send report of short or out of stock items to Specialist for Facility Operations.
   p. Act in place of the professional staff and Graduate Assistants to fulfill Staff and Facility Operations Managers missed-meeting reviews and follow-ups.
   q. Collaborate with and support of Graduate Assistants for Facility Operations.
   r. Other duties as assigned

II. QUALIFICATIONS:
   a. Current American Red Cross certifications in CPR/AED for the Professional Rescuer and First Aid.
   b. A recommendation letter from their main designated program area.
   c. Current Recreational Sports employee in good standing.
   d. Experience with student employee supervision preferred.
   e. Willing and able to complete a training period of no less than semester, if not previously a Facility Operations staff member.
f. Obtain a van certification (provided by UGA Rec Sports upon hiring).

III. APPROXIMATE NUMBER OF STAFF:
   a. 7-10

IV. SUGGESTED PAY RATE:
   a. $9.00