Purpose: To outline the expectations for Facility Operations Outdoor Complex Staff

Scope: Facility Operations Outdoor Complex Staff

Policy OR Procedure

I. RESPONSIBILITIES:
   a. Welcome, greet and provide assistance to all Outdoor Complex patrons by providing accurate information (scheduling, special events, programs, etc.)
   b. Be knowledgeable of all rules and regulations pertaining to the operation of the Rec Sports and Club Sports Complexes, and ensure the safety of those who use our facility through consistent and equitable enforcement of those rules
   c. Ensure the safety of patrons at all times and provide first aid if necessary, maintain accurate knowledge of emergency action plans, and alert supervisory personnel in the event of an emergency
   d. Control access to the facility and accurately record attendance to the facilities
   e. Maintain constant surveillance of all Outdoor Complexes
   f. Promote a culture of accountability by informing professional and Outdoor Complex Managers of events that may require discipline “write ups” for further disciplinary action and follow up
   g. Perform functions of other employees in their absence or secure additional assistance
   h. Attend all in-service trainings and staff meetings
   i. Assist with all facility set-ups including field preparation, maintenance, special events, and sport events
   j. Assist in minor repair and maintenance of the complexes
   k. Open and Close the complexes
   l. Assist in maintaining the cleanliness of the facilities

II. QUALIFICATIONS:
   a. Current American Red Cross certifications in First Aid/CPR/AED or ability to obtain certification upon hire
   b. Ability to work with others in a team-oriented environment
   c. Strong written and verbal communication skills
   d. Outstanding customer service skills
   e. Task oriented and goal driven
   f. Believe and demonstrate the mission and values of Recreational Sports in daily tasks
   g. Ability to work a minimum of six (6) hours a week

III. APPROXIMATE NUMBER OF STAFF:
   a. 20

IV. SUGGESTED PAY RATE:
   a. $7.75