



Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

Student Employee Job Description

Position: Operations and Staff Development Coordinator

Principle Function: The Operations and Staff Development Coordinator assists with supervision of recreational facilities and corresponding student facility attendants.

Job Duties and Responsibilities:

- Assist in the day-to-day operations of the Fitness Centers, Lee Hall, Swetman gym and Skate Shop.
- Assist in the selection, training, and supervision of facility attendant and skate shop attendant student staff.
- Assist in the development and enforcement of departmental procedures and policies related to student staff and campus recreation participants.
- Administer departmental student staff recognition and team development initiatives.
- Conduct regular facility walkthroughs, inventory checks and/or employee check-ins during operational hours.
- Maintain organization and working order of front desks and corresponding storage spaces.
- Fill in for vacant work shifts as needed.
- Assist in the enforcement of department and college risk management protocols, including execution of “red shirt” drills and maintenance of first aid kits.
- Assist in the evaluation of facility attendant and skate shop attendant staff.
- Provide professional development opportunities to students as it relates to common work competencies.
- Attend all required staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

Qualifications:

- Maintain an overall 2.4 GPA and be a current SUNY Oswego student for the duration of employment.
- Previous service within the Campus Recreation Department as a facility attendant/skate shop attendant.
- Must possess strong interpersonal and communication skills.
- Demonstrated skills in leadership, decision-making, creativity, and problem-solving.

Terms of Employment:

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage + \$1.00 (subject to change based on budgetary allocations).
- Employees are required to arrive to campus a few days prior to the start of the semester for staff training and orientation.
- The total work time is at least 10 hours/week.
- Evening and weekend hours will be required.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).