

University of Southern Indiana
Recreation, Fitness, and Wellness Department

TITLE: Facility Manager

Job Description:

The Facility Manager is responsible for the safety and security of the Recreation and Fitness Center. The manager is responsible for securing the building, maintaining safety, cash register, supervising Welcome Greeters, Fitness Consultants and Intramural Supervisors, and enforcing all departmental policies and procedures.

Specific Duties:

1. Assist the professional staff in carrying out their duties.
2. Assist the professional staff to manage other student staff through training, supervision, and evaluation.
3. Assist in planning, organizing, scheduling activities, special events, and incentive programs.
4. Attend to all injuries and complete Injury Report forms.
5. Handle any behavioral situations that may arise.
6. Complete shift reports.
7. Supervise facility reservations.
8. Perform rounds of the facility to maintain a safe environment and to ensure facility security.
9. Communicate and enforce policies.
10. Report suggestions, problems, maintenance needs, and emergencies to professional staff.
11. Promote participation in our activities through positive attitude and behavior and assist in promoting good public relations by being courteous, friendly, and informative.
12. Attend all monthly staff meetings and check your mailbox and e-mail on a regular basis.
13. Take care of all locker rentals, guest passes, Pro-shop sales, and assure cash register is accurate.
14. Complete other duties as assigned.

Time Commitment and Pay:

Hours range from 5:45 am – 11:00 pm. Working some evenings, weekends, holidays, and breaks are required. Schedules are flexible to meet class schedules. Starting pay: \$7.25.

Requirements:

Students must have demonstrated leadership abilities and must have knowledge in all aspects of facility management. Supervisory experience is a plus. Candidates must have been employed by the RFC for 2 semesters. 2.5 semester and cumulative GPA.

Who Should Apply:

This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. Students from all majors are encouraged to apply.

Additional Information:

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