

Campus Activities/Campus Recreation

General Staff

The Campus Activities Office employs a number of students through the Federal Work Study system. General staff members will be selected based on completion of the below requirements, and a brief interview if necessary. Employment as a Campus Activities/Campus Recreation Office general staff member allows for a varied growth experience that includes but is not limited to the following areas:

- The Lair
- Fitness Center
- Intramural Gym
- Campus Activities Board Events

General staff members work behind the scenes to make our events and activities happen. It is a great way to get involved, gain leadership experience, and have a great time meeting new and fun people.

BASIC QUALIFICATIONS:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be in good standing with McKendree both academically and judicially.
- Must be able to work some weekend or evening shifts. Some holiday/semester break work may be required.
- Shall have a minimum of 5 hours of Federal Work Study allotted per week.
- Must be able to physically lift at least 25 pounds.
- **IMPORTANT (1)** - Proof of work study eligibility will be required to be considered for a work study job.
- **IMPORTANT (2)** - Selected staff must attend an approved training session before starting work.
- Completed online application for Campus Activities Work
- Complete McKendree van driver certification (
- Great customer service skills
- Effective verbal and written communication skills
- Basic computer knowledge a plus.

GENERAL RESPONSIBILITIES:

- Attend all mandatory meetings and training sessions as specified
- Responsible for receptionist duties; Maintain desk operation
- Maintain a courteous and helpful attitude with crew members, and the general public. Provide information and answer inquiries regarding programs and campus resources.
- Be familiar with standard floor arrangements of our programming areas (Fitness Center, Lair, Lair Pit, Quad area, and others), layout of storage areas, and proper use of audio/visual and gaming console equipment
- Educate and enforce all policies and rules (swipe card usage, appropriate clothing and footwear, bag storage, workout etiquette, etc.)
- Anticipate potential risks of injury, and engage with appropriate procedures in the event injury does occur.
- Maintain appropriate volume and content of music and televisions
- Assist with large scale, traditional campus events (ie. Welcome Week, Involvement Fair, Homecoming, Spring Fling, etc) and internal events (tournaments, viewing parties, etc.)
- Support and encourage participation of activities on campus
- Assist with the set up and/or tear down of events sponsored by the Office of Campus Activities/Campus Activities Board, Campus Recreation, etc., as needed
- Work study staff may have regularly scheduled hours as well as concessions during the soccer, volleyball, basketball, lacrosse, softball, and baseball seasons (additional seasons possible).
 - Preparation of simple foods and beverages. Take orders and accept payments from guests; making change as needed.
 - Ensure that all work areas and equipment are clean, food products are properly stored, and utensils are clean and stored

- Other duties as specified

DUTIES:

- **Be alert and visible to all users of the facility!**
 - Escort guests, spectators, and/or visiting teams/groups as needed
- General facility set-up, cleaning, and maintenance
 - Keep locations clean, tidy, and safe – vacuum or mop as needed; dispose of trash
 - Assist with equipment inventory reporting
 - Report broken or unusable equipment
- Customer Service/General Data Entry
 - Check-In and Check-Out of equipment
 - Event Rosters
 - Cash handling and/or ticketing duties
- Assist with usage of lights, backboards, curtain, batting cages by students, coaches, etc.
- Check locker rooms and restrooms for cleanliness
- Assist with bulletin board, and/or information screen organization
- Keep equipment clean and organized
 - Fitness Center: Return weights and bars to proper locations within the weight room.
 - Mirrors and windows should be cleaned

Hours:

The coordinator will work a flexible schedule but possibly not more than 15 hours per week. This position is available for Federal Work Study.

Questions should be sent to Craig Robertson, Director of Campus Activities at croberts@mckendree.edu.