

## STUDENT WORKER – RECREATION CENTER

### Job Description

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| <b>CATEGORY:</b>        | Student Worker – Recreation Center           |
| <b>POSITION STATUS:</b> | Part-Time Temporary, up to 19 hours per week |
| <b>FLSA STATUS:</b>     | Non-Exempt                                   |
| <b>SALARY RANGE:</b>    | Hourly Rate-\$8.50                           |

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

This is a temporary position with the responsibility of assisting in the delivery of a variety of fitness programs and intramural sports; providing a safe and supportive environment for students and Recreation Center members; and ensuring compliance with established rules and regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains a safe and pleasurable recreation environment by enforcing and educating students, members and participants regarding established rules and regulations.
- Ensures students, members and participants have proper identification and waivers completed prior to participating in recreational/fitness activities.
- Assists in the safe and appropriate operation of fitness equipment by instructing and observing students, members and participants for proper technique, body posture and movements.
- Ensures safety of students, members and participants by understanding general signs and symptoms of physical exertion; monitoring for any potential medical emergencies; responding to incidents and accidents quickly; and appropriately following approved protocol.
- Regularly cleans and maintains facility and fitness equipment, assists in maintaining inventory of exercise, sports and fitness equipment; performs preventative maintenance as directed.
- Assists in preparing playing/exercise areas for intramural sports and fitness programs; ensures equipment is returned following completion of activities.
- Reports any misuse of the equipment and/or discipline problems of students, members and participants or spectators to appropriate supervisor.
- Participates in all training sessions and appropriate meetings.
- Represents the College in a positive and unbiased manner.
- Attends the workplace as agreed upon with department, report to work punctually and follow the defined work schedule.
- Working hours may include evenings or weekends.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Performs other duties as assigned.

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#### **REQUIRED KNOWLEDGE AND SKILLS**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated good oral/written communication and interpersonal skills.
- Ability to handle sensitive and confidential data.
- Capacity to listen and respond to individual's questions and concerns.
- Ability to help others problem-solve.
- Ability to concentrate on detailed tasks during numerous interruptions.
- Ability to understand detailed instructions.
- Ability to take accurate messages, and keep accurate and detailed records.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy.

#### **REQUIRED EDUCATION AND EXPERIENCE**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High School Diploma or G.E.D. Equivalent.
- Must be enrolled in courses at an accredited college or university.
- Must have an accumulative GPA of 2.0 or higher.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Enrolled as a student at Texas Southmost College (TSC) or a TSC graduate who was a student worker while enrolled at TSC.
- Previous work experience in a campus recreation setting or fitness environment.
- Proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Bilingual in English-Spanish.

#### **CERTIFICATES AND LICENSURES**

- None required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee

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must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Notes:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a high school diploma or G.E.D. equivalent?
  - Yes
  - No
3. \*Are you enrolled in courses at an accredited college or university?
  - Yes
  - No
4. \*Do you have an accumulative GPA of 2.0 or higher?
  - Yes
  - No
5. Are you enrolled as a student at Texas Southmost College OR a TSC graduate who was a student worker while enrolled at TSC?
  - Yes
  - No
6. Do you have previous work experience in a campus recreation setting or fitness environment?
  - Yes
  - No
7. Are you proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others?
  - Yes
  - No
8. Are you bilingual in English-Spanish?
  - Yes
  - No