Division of Student Affairs  
Department of Campus Recreation & Wellness

**Qualifications for all CRW Positions:**

a. **Experience:** Mandatory staff training, unless for an academic or military purpose.
b. **Knowledge:** All policies, procedures, equipment, and promotes all programs services for Campus Recreation & Wellness.
c. **Leadership:** Shows initiative, leads by example, practices healthy fitness habits. Is dedicated to academic achievement, personal development, and the success of others.
d. **Customer Service:** Skills are excellent both internal and external. Treat all participants in the campus recreation center and program areas with respect and excellent customer service demonstrating a loyal and professional attitude consistent with the mission of the department, division, and Western Carolina University.
e. **Availability:** Works weekends and other special schedules, including University Breaks and Holidays. Willingness to sub and takes initiative to find their own sub.
f. **Requirements:** Attend all meetings and in-services. Have and maintain a 2.0 GPA average

---

**Club Sport Supervisor**

**Responsibilities:**

- Serve as the on-site administrator of Club Sport home matches including supervision of participants and facilities
- Perform member audits at club practices as assigned
- Enforce CRW and Club Sport rules, policies and procedures
- Assist in the coordination of site preparedness including field and equipment set up and breakdown
- Record specific game information, including scoring and timing
- Monitor facility/equipment for safety and enforce risk management procedures amongst participants, spectators and staff members
- Act as the first responder to any injuries, incidents, or problems that may arise on site and ensure the initiation and follow through of the Emergency Action Plan when necessary
- Assist in making final decisions regarding playing status due to inclement weather
- Ensure compliance with all NCAA, WCU Athletics, Campus Recreation and Wellness, Club Sport Leagues, and University regulations, as well as sportsmanship and conduct guidelines
- Oversee the actions of all Club Sport participants, coaches, and spectators to promote good sportsmanship and manage misconduct
- Performs administrative duties including completing forms, reports and game sheets
- Provides program information including sport schedules, deadlines, policies, and registration processes
- Positively promote all programs and services for the department of Campus Recreation and Wellness both in and out of the Campus Recreation Center. This includes participation in CRW events and maintaining good sportsmanship during all activities
- Represent Club Sports on and off campus
- Assist with other department events as needed
- Other duties as assigned

**Specific Qualifications:**

- Must currently be a CRC Supervisor, Intramural Supervisor, or Club Sport Officer
- Able to lift at least 50 lbs and stand/move continuously for up to four hours at a time
- American Red Cross or American Heart Association Adult First Aid/CPR/AED Certification
**CRC Supervisor**

**Responsibilities:**

- Responsible for over seeing the CRC, its student staff members and its patrons
- Opens and closes the Campus Recreation Center including a full walk through of the facility after opening or closing to ensure cleanliness of locker rooms, gyms, studios, bathrooms, and machines
- Ensures safety by enforcing CRC policies and procedures, responds to all emergencies in a calm, professional manner, cleans equipment and racks weights properly logging equipment malfunctions, and continuously monitors the fitness floor creating a pleasant environment for students, faculty/staff and other members
- Assists and advises students, faculty/staff and other members on proper usage of cardiovascular and strength equipment following exercise guidelines according to the American college of Sports Medicine
- Positively promotes all programs and services for the department of Campus Recreation and Wellness both in and out of the Campus Recreation Center
- Maintains good sportsmanship during all activities
- Provides leadership for other CRC staff to ensure successful operation of program areas to include assisting in program set-up (Group X) and providing guidance to staff members on your shift (Recreation Assistants, Lifeguards)
- Treats all participants for the CRC and program areas with respect and excellent customer service
- Is familiar with “After Hours” and can handle all monetary procedures involving the CRC; Represents the Campus Recreation Center off campus as well, making sure your well displayed and respected of others
- Can handle all problems professionally and can take responsibility of their own actions, as well as the actions of their Recreation Assistants and Lifeguards

**Specific Qualifications:**

- Must be CPR/AED/First Aid certified by the first day of employment with validity through the Spring 2015 semester (not upon applying)
- Must have worked for CRW as a Recreation Assistant, Lifeguard, Personal Trainer, or Group Exercise Instructor for a minimum of one semester at the time of the start date for the position
- Must be able to lift 50 lbs

---

**Recreation Assistant**

**Responsibilities:**

- Attend mandatory staff training
- Knowledge and practical application of policies, procedures and equipment
- Operate/assist with control desk (valid CatCard check)
- Circulate throughout the facility offering assistance with various equipment as well as clean/disinfect equipment once a member is finished using it
- Maintain the free weight area, daily checkout of all recreational equipment and day use lockers
- Assist with Campus Recreation Center daily operations
- Must be able to spot unsafe lifting techniques and offer assistance to members to avoid injury

**Specific Qualifications:**

- Must be CPR/AED certified by the first day of employment with validity through the Spring 2015 semester (not upon applying)
- Must be able to lift 50 lbs
Certified Lifeguard
Responsibilities:
• Ensure that only valid WCU faculty, staff, students, spouses, dependents and authorized outside groups utilize the Reid Pool
• Consistent in enforcing pool policies to ensure the safety of the participants
• Emergency situations should be handled calmly, reasonably and in a prudent manner; participant attendance must be recorded to ensure accurate demographic statistics
• Must be able to communicate any problems in a timely manner
• Must follow lifeguard training standards at all times, the scope of training should never be exceeded
• Must be knowledgeable of all policies and procedures related to campus recreation via mandatory staff training.

Specific Qualifications:
• Must be CPR/AED Professional Rescuer certified upon applying (with validity through the Spring 2015 semester)
• Must have American Red Cross Lifeguard Certification upon applying (with validity through the Spring 2015 semester)
• Must be able to lift 50 lbs.

Intramural Official
Responsibilities:
• Officiate intramural contests and assist in game management
• Enforce game rules and ensure participation takes place in a safe manner; assist with set-up/take-down
• Assist with scorekeeping various contests/games
• Verification of student eligibility and sign-up; enforce intramural policies
• Training will be provided by Campus Recreation & Wellness and is mandatory
• Knowledge and adherence to all policies and procedures

Specific Qualifications:
• Must be CPR/AED certified by the first day of employment with validity through the Spring 2015 semester (not upon applying)

Group Exercise Instructor
Responsibilities:
• Lead safe and effective group exercise classes for faculty, staff, students and other members enrolled in program
• Must be energetic, personable and reliable
• Must arrive early to set up equipment and go over basic safety tips according to the class type
• Must be knowledgeable of all policies and procedures of the Campus Recreation Center
• Must be able to answer general questions regarding fitness related topics and exercise principles
• Must maintain a neat and orderly work area; participation records must be kept accurately
• Must ensure safety to the best of ability by diligently observing participants for signs of extreme fatigue, heat illness, stroke, etc; must be readily prepared to handle emergency situations
• Positive encouragement with no discrimination towards age, ability or skill level

**Currently looking for Aqua Aerobics instructors, Certified Zumba and Yoga instructors.**
Specific Qualifications:
- Must be CPR/AED certified by the first day of employment with validity through the Fall 2015 semester (not upon applying)
- Certification is not required for employment, however, highly encouraged and recommended for professional development; However, certification is required for patented programs (Zumba, Turbokick, and PiYo) and Yoga. Instructor experience required for all other classes or participation in the in-house Instructor Training Course

Certified Personal Trainer
Responsibilities:
- Develop exercise programs to encourage/motivate patrons through training and sports enhancement, conduct fitness assessments, consultations, exercise prescription and personal training following the American College of Sports Medicine guidelines
- Conduct fitness programs for Campus Recreation & Wellness, Residential Living and other WCU departments as assigned by the Assistant Director for Fitness & Wellness with Campus Recreation & Wellness
- Must be personable with excellent customer service skills
- Track individual client progress from start to finish while documenting each and every session in detail
- Accurate records must be kept in each client’s personal file
- Must keep member’s files CONFIDENTIAL at all times.

Specific Qualifications:
- Must be CPR/AED certified by the first day of employment with validity through the Fall 2015 semester (not upon applying)
- Must have recognized National Personal Training Certification

Peer Educator
Responsibilities:
- Provide formal wellness outreach presentations to WCU campus
- Uphold the Peer Educator Code of Ethics; provide input for program development
- Assist with collaborative wellness programs throughout campus

Specific Qualifications:
- Must be friendly, approachable, respectful, hardworking and motivated
- Must be able to maintain a professional demeanor while dealing with sensitive subject matter

Intramural Supervisor
Responsibilities:
- Provide on site supervision of student officials, participants and facilities
- Facilitates and administers intramural tournaments and special events
- Supervises, evaluates and trains student officials
- Officiate multiple and various intramural contests
- Enforces intramural sports rules, policies and procedures
- Performs opening and closing procedures for various facilities
- Perform set-ups and take down of facilities and equipment for Intramural activities
- Verify player eligibility and signs-in participants
- Records specific game information, including scoring, timing, and player statistics
• Monitors facility/equipment for safety and enforces risk management procedures amongst participants, spectators and staff members
• Provides first responder care for emergencies as needed
• Treats all Intramural Sports participants with respect and excellent customer service
• Performs administrative duties including completing forms, reports and game sheets
• Provides program information including sport schedules, deadlines, policies, and registration processes
• Can handle all problems professionally and can take responsibility of their own actions, as well as the actions of their officials
• Positively promotes all programs and services for the department of Campus Recreation and Wellness both in and out of the Campus Recreation Center. This includes participation in CR&W events, taking advantage of volunteer opportunities, and maintaining good sportsmanship during all activities
• Represents Intramural Sports on and off campus, making sure your well displayed and respected by others
• Assist with departmental events as needed
• Other duties as assigned

Specific Qualifications:
• American Red Cross or American Heart Association Adult First Aid/CPR/AED Certification by the first day of employment with validity through the Spring 2015 semester (not upon applying)
• Able to lift at least 50 pounds and stand/move continuously for up to four hours at a time

Design Assistant
Responsibilities:
• Knowledgeable about graphic design
• Utilize In-Design software and other graphic design software to create ads, banners, t-shirts, and other items for the department
• Ability to prioritize and meet deadlines
• Ability to work independently on projects
• Communicates well in a busy office environment
• Collaborate with the Student Affairs Graphic Designer and Creative Services to meet University branding guidelines
• Ability to accept constructive feedback and revise projects in a professional manner
• Proofreading

Specific Qualifications:
• Must have some previous formal training in graphic design
• Experience with In-Design and Adobe

Office Assistant
Responsibilities:
• Uses excellent customer service to handle member services during after hours periods
• Handles after hours transactions and tracking for CRW deposits in alignment with University procedures and established protocols
• Copies, creates, files and maintains CRW forms for after hours and new member packets
• Accurately maintains statistical and member databases in excel and office applications for Reid Pool, the Campus Recreation Center, and Group Exercise
• Assists CRC Supervisors and Recreation Assistants in answering member questions
• Assists at CRW events with registration and after hours transactions. Communicates regularly with the Administrative Support Specialist
• Creates and maintains bulletin boards. Assists with Campus Recreation Center daily operations as needed
• Other duties as assigned.

Specific Qualifications:
• Must have attention to detail and organization
• Must be professional, friendly, approachable, respectful, and hardworking
• Must have knowledge of all CRW policies, procedures, and programs
• Previous experience working for Campus Recreation & Wellness or other customer service experience is preferred
• Must be available for work schedule during the semester: Monday – Thursdays, 5pm-7pm