

Division of Student Affairs

Department of Campus Recreation & Wellness

All positions available for both Work Study and Non-Work Study Student Employment

Qualifications for all Campus Recreation & Wellness Positions:

- a. Experience: Mandatory staff training, unless special circumstance.
- 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. Willingness to sub and takes initiative to find their own sub.
- f. Requirements: CPR/AED certified. Attend all meetings and in-services.

Specific Positions:

Recreation Assistant

- Using excellent customer service, manages the control desk ensuring only valid WCU Faculty/staff, students, spouse, dependents utilize the Campus Recreation Center.
- Circulate throughout the facility, assist members on proper usage of cardiovascular and strength equipment following exercise guidelines according to the American College of Sports Medicine.
- Ensure safety by educating members of all policies and procedures while continuously monitoring the facility creating a pleasant environment.
- Ensure cleanliness by observing each time a member is finished with a piece of equipment, readily wipes and disinfects equipment thoroughly.
- Maintain free weight room in an orderly fashion ensuring safety by encouraging spotters if patrons are using heavy weights, assisting if they are not using safe lifting techniques, and re-racking weights when left unattended.
- Assist the shift supervisor to ensure successful operation of program areas and business office.
- Assist building and environmental services technician with cleaning the men's and women's locker rooms and other facility items as necessary.
- Responsible for daily checkout of all recreational equipment and day use lockers.
- Assisting with Campus Recreation Center daily operations as needed

Certified Lifeguard

- The Campus Recreation & Wellness Lifeguard is responsible for ensuring only valid WCU faculty/staff, students, spouses, dependents, and authorized outside groups utilize the Reid and Breese Pools.
- Consistently enforces pool policies and procedures to insure the safety of participants.
- Maintains positive relations and rapport with patrons while continuously scanning the pool area and all swimmers.
- Follows Emergency Procedures and acts in a reasonable and prudent manner during all emergencies
- Records participant attendance statistics every shift for accurate demographics.
- Communicate any problems in a timely manner to the Associate Director for Campus Recreation & Wellness.
- Follows lifeguard training standards at all times and never exceeds scope of training

Certified Personal Trainer

- Develops exercise programs to encourage and motivate faculty/staff, students, and guests through personal training and sports enhancement.
- General familiarity and promotion of all programs for retention of the WCU Fitness Center.
- Conduct fitness assessments, consultations, exercise prescription and personal training for clients following the American College of Sports Medicine (ACSM) guidelines.
- Assumes the role of the fitness assistant for floor coverage when necessary.
- Instruct fitness classes/clinics/programs for Campus Recreation, Residential Living, and other WCU departments, such as, Health, P.E., and Recreation, as assigned by the Associate Director for Campus Recreation & Wellness
- Promote personal training to campus in order to obtain clients through excellent customer service skills, newsletters, updates, handouts, and marketing.
- Tracks individual client's progress from start to finish and documents in detail each personal training session and places in client's file. Member files remain confidential at all times.

Group Exercise Instructor

The Group Exercise Instructor is responsible for leading safe and effective group exercise classes to faculty/staff, students and other members who are enrolled in the program. Certification is not required for employment; however, highly encouraged and recommended for professional development.

- Arrives early to set up equipment, check participants' cards for stickers, starts class on time, introduces self and goes over basic safety tips according to the class type.
- Is prepared to answer general questions and remain up-to-date on fitness related topics and have a general knowledge of exercise principles. Assists group exercise participants on proper usage of equipment used in classes.
- Maintains stereo and all equipment in a neat and orderly fashion.
- Ends class on time. Breaks down room and puts away equipment after class.
- Records the number of participants in class on the stats sheet.
- Ensures safety by observing participants for signs of extreme fatigue, heat illness heat stroke, etc. Is prepared to handle emergency situations should they arise in a class.
- Demonstrates positive encouragement with no discrimination towards age, ability or skill level.

Intramural Official

- Officiate intramural contests and assist in the game management of intramural sports.
- Enforce the rules of the game and ensure participation takes place in a safe manner.
- Assist with the set up and take down of facilities and equipment for daily activities.
- Assist in verifying player eligibility and sign-in participants.
- Monitor facility/equipment for safety and provide risk management.
- Enforce intramural policies and procedures.
- Promote Campus Recreation Center positively to the campus community and serve as a resource for program participants.

Intramural Scorekeeper

- Assist in game management and administration of intramural events.
- Record specific game information, including scoring, timing, and player statistics.
- Assist with the set-up and take down of facilities and equipment for daily activities.
- Sign up intramural participants and verify eligibility.
- Enforce intramural policies and procedures.
- Monitor facility/equipment for safety and provide risk management.
- Promote Campus Recreation Center positively to the campus community and serve as a resource for program participants.

Peer Educator

- Provide formal CLAW (Campus Leaders Advocating Wellness) outreach programs to WCU campus.
- Uphold the Peer Educator Code of Ethics.
- Coordinate program resource needs with CLAW and Wellness Program staff.
- Provide input for program development.
- Recruit students to join CLAW.
- Provide resources and appropriate referrals to students, faculty, and staff who request Peer Educator services or consultation.
- Other duties as assigned.

Qualifications

- Strong communication, self-initiative, and organizational skills required. Must be an active member of CLAW and a Peer Educator as certified through the Bacchus Network.

General Information

- Peer Educators will report directly to the Wellness Coordinator.

Field Maintenance Crew

- Work as part of a team within the Department of Campus Recreation & Wellness (CRW) to maintain a safe and clean environment for structured and informal outdoor activities.
- Accurately mark and line fields for Intramural and Club Sports games and events.

Qualifications

- Ability to work within a team
- Ability to take direction from a supervisor (who may be a fellow student)
- Attention to detail and pride in workmanship
- Must be able to lift up to 50 pounds and learn to operate field lining equipment and other basic tools

General Information

- Most field maintenance work will be completed on a bi-weekly basis, Friday afternoons from 2:00 – 5:00 pm. Any work to be done outside this time will be scheduled in advance when at all possible.
- Cleaning, raking and other light maintenance related work will be completed in various areas outside including but not limited to the Camp Lab Intramural Fields and WCU Disc Golf Course.