

Building Manager Position Description

Purpose

This position is responsible for daily operations of the SRWC while on shift. Candidates must be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills. This person will enforce all building policies and be able to communicate to a diverse group of patrons why the policies are in place. A Building Manager is responsible for the supervision of all student employees and will act as an effective leader and mentor to the employees.

Minimum Qualifications

- Must have one semester of student employment experience within Campus Recreation at the SRWC in any area (facilities, intramurals, sport clubs, fitness, aquatics).
- Current CPR and First Aid Certifications Required.
- Must be available to work a minimum of 10-15 hours per week.
- Minimum GPA requirements: Semester GPA: 2.0 Cumulative GPA: 2.25

Preferred Qualifications

- One year of student employment experience within Campus Recreation at the SRWC in any area (facilities, intramurals, sport clubs, fitness, aquatics).
- Experience with Rec Trac or a point of sale software program.
- Experience in multiple positions in Campus Recreation.

Duties and Responsibilities include, but are not limited to:

- Act in the role of a supervisor on duty for the facility.
- Maintain a clean and tidy work space.
- Arrive at least fifteen minutes prior to scheduled shift.
- Assist any and all Student Recreation and Wellness Center staff when needed.
- Responsible for the opening and closing of the SRWC facility.
- Cash handling and backup to the Cash Drawer Attendant.
- Dress and appearance are consistent with SRWC standards including wearing a med-pack at all times.
- Knowledge of all programs, services, and facilities of the SRWC including Rebel Wellness Zone, Fitness, Intramurals, Sport Clubs and Aquatics.
- Provide tours of the facility upon request of potential members, students, etc.
- Knowledge of computer software, including Rec Trac, When-to-Work, Time Clock Plus, Google Docs, Gmail.
- Knowledge of all equipment and equipment set-up and tear-down throughout building for Special Events, Tournaments and Open Recreation requests. (volleyball, badminton, floor hockey, table tennis).
- First responder to all SRWC emergencies, including preparation of paper work after emergencies.
- Act in a professional manner by upholding SRWC policy when involved in conflict management with patrons, students and staff.
- Proper radio protocol and response in a timely manner, includes radio communication to SRWC, Wellness and Custodial Staff.
- Supervise all on-shift staff members in all SRWC managed spaces (including IM fields).

Staff Development:

- Must act as a role model for fellow staff members.
- Maintain a standard of performance on daily tasks.
- Attend regularly scheduled departmental meetings for all areas necessary.
- Maintain communication with other Campus Recreational Services Team members regarding positive recognition, performance reviews, substitution, and schedule conflicts.
- Communicate clear and concise information as needed to patrons, students, emergency medical service personnel and police services.
- Practice peer education to develop student staff growth and success.
- Assist with hiring and training of all new Building Managers.
- Adhere to all SRWC guidelines and non-negotiables.

Criteria for Success:

- Ability to display a positive attitude for all patrons and CRS staff.
- Ability to prioritize tasks, manages their time and balance professional and personal commitments.
- Follows policies and procedure, arrives prepared and on time for work and consistently demonstrates service excellence.
- Able to assess a situation and make an informed decision independently.
- Acts in a professional manner and serves as a role model and mentor for CRS staff.
- Positively promotes UNLV and CRS to peers and patrons and takes initiative to be involved throughout campus.

Transferrable Skills

- Communication
- Conflict Management
- Time Management
- Ability to Delegate
- Customer Service
- Problem Solving
- Staff Supervision
- Working with a Diverse Constituency
- Work Independently and with a Team
- Work in a fast-paced environment

Evaluation will be based on self, peer and supervisory evaluations.

Pay Rate: \$10.50 per hour

Minimum Hours: 10-15 hour per week