

**Washington State University  
University Recreation**

**Position: Recreation Supervisor**

**Duties:**

- Manage open recreation at facilities and fields while insuring safety and compliance 10%
- Prepare and supervise intramural sports, sports clubs and special events 8%
- Problem solve conflicts or answer questions that arise in the shared facilities; 8%
- Complete appropriate forms as necessary; 7%
- Serve as the on-site manager for all of the facilities used by University Recreation; 5%
- Enforce program, department, University, and state policies; 5%
- Evaluate the facility and ensure it is meeting University Recreation risk management standards; 6%
- Administer first aid/handle emergency situations as necessary; 5%
- Conduct and document daily inspection of activity areas and equipment; 5%
- Serve as a mediator in any conflict occurring in the facilities during hours of operation; 5%
- Handle on site inquiries, concerns, conflict situations and discipline; 5%
- Set up or tear down equipment used in daily activities; 5%
- Unlock rooms and gyms for activities; secure the facility at closing time; 5%
- Assist facility users with any problems or concerns they have with facilities or patrons; 5%
- Conduct daily inspections of activity areas, playing equipment and first aid/ AED emergency equipment; 5%
- Supervise, instruct, motivate, lead, and evaluate all on-site workers, ensuring all patrons are treated fairly and with respect; 4%
- Responsible for emergency evacuation of activity areas as necessary; 3%
- Other duties as assigned; 5%

**Essential Skills:**

- Ability to resolve conflicts involving patrons
- Ability to serve customers
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent written and verbal communication skills
- Ability to manage/train and supervise student employees
- Working knowledge of the recreation facilities and equipment (knowledge can be attained by attending the mandatory training sessions)
- Ability to lift and move equipment weighing up to 50 lbs
- Experience in busy office environment
- Experience with computers
- Ability to provide own transportation to work with essential medical response equipment

**Pre-Employment Training Required**

- On-line Orientation including successful completion of associated quiz
- American Red Cross (or equivalent) First Aid, CPR and AED
- American Red Cross (or equivalent) Epi Pen and Asthma Training
- Blood Borne Pathogens: Preventing Disease Transmission

### **Additional Requirements**

- Pass background screening
- Successful completion of WSU Sexual Harassment Training
- Attendance at all required staff meetings, trainings, and in-services
- Maintenance of CPR/AED/First Aid Certifications

### **Training Required:**

- Completion of Safety Orientation Checklist
- Handheld radio protocol
- Attendance at required staff meetings, trainings, and in-service
- Departmental policies and procedures knowledge
- Departmental risk management responsibilities knowledge
- Additional risk management and emergency procedure training as developed and required

### **UREC Learning Outcomes**

#### Leadership

1. Demonstrate leadership in a professional setting
2. Produce effective communication and conflict resolution
3. Identify practical and efficient decision making methods

#### Well-being

1. Employ appropriate and professional interpersonal skills
2. Demonstrate effective time management
3. Identify the basic components to leading a healthy lifestyle

#### Cultural Competency

1. Evaluate personal strengths and weaknesses
2. Determine suitable behavior in a culturally diverse environment
3. Recognize individuals' potential and contributions within the community

### **Risk Management Responsibilities:**

- Complete all accident and incident reports
- First response to all emergencies
- Contact emergency services when necessary
- Report emergencies through program reporting lines
- Inspect and document all activity sites and equipment for safety
- Report hazards through program reporting lines
- Monitor participants for proper and safe activity
- Ensure participants fill our Risk and Release forms as necessary
- Properly follow procedures for cleanup and disposal of biohazard waste
- Inspect 1<sup>st</sup> Aid/AED kits at the beginning of each shift
- Manage all real or possible risks including potentially moving or canceling activities
- Direct the evacuation of the facilities when warranted, utilizing all resources necessary
- Contact Supervisor regarding facility or equipment problems

- Contact the WSU Facility Operations Trouble-shooter regarding facility problems needing immediate attention

**Hours Per Week:** Variable, typically 12 – 18 hours per week. Must be available weekend hours.

**Level of Responsibility:** Third level, requires advanced training.

**Hourly Wage:** \$12.50

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