



Experience Preferred:

Fitness Assistant

Responsible for the supervision of the weight room and cardio floors including risk management, customer service and preventative maintenance of equipment. Job responsibilities include assisting participants with equipment orientation and use, policy enforcement, spotting, and ensuring a safe and welcoming environment. General cleaning of the equipment and ability to lift 45 lbs. is required of this position.

Camp Counselor

Work with the participants of Little Jack Rec Camp to create a positive environment for youth, ages 6-12 years old. Counselors will participate and lead sport and recreation-based activities, while encouraging good teamwork and positive sportsmanship at all times. Counselors use skills in leadership, communication, working on a team, and conflict resolution to have a positive impact on the campers.

Administrative Office Assistant

Office Assistant is responsible for greeting visitors to the administrative office. Office Assistants answer and redirect phone calls, use computer database and word programs, file, handle cash, escort visitors to respective offices, sign participants up for memberships, camps, and other programs, distribute mail and perform general clerical tasks as necessary.

Service Assistant

Service Assistants operate the SRC Welcome Desk and HPE Equipment Cage. Service Assistants provide a welcoming, positive, and safe environment for all Campus Recreation patrons. Service Assistants enforce Campus Recreation policies, answer or direct patron inquiries as needed, and provide basic information about Campus Recreation programming. Service Assistants fulfill a variety of functions, including: member check-in, answering and directing phone calls, equipment check-out, retail and service sales, lost and found, upkeep of facilities and equipment, facility monitoring, policy enforcement, other tasks as assigned.

Outdoor Center Assistant

Outdoor Center Assistants assist and facilitate the operations of the entire Outdoor Pursuits Program. Specific duties include: Cash drawer operations; assisting patrons with gear selection and gear rental; cleaning, repairing and restocking outdoor equipment; assisting with necessary clerical items, and other duties as assigned. Outdoor Center Assistants should have some basic knowledge of outdoor equipment and outdoor recreation opportunities in the immediate East Texas area

Wall Specialist

Wall Specialists are responsible for supervising the climbing wall and its patrons. Duties include: instruction of climbing/safety clinics; verification of patron skills; check-in; site supervision and safety; belaying participants; structural maintenance and inspection of the climbing wall and its equipment; other duties as assigned.

* All Campus Recreation Student Employees are required to attend Employee Training Sessions as a condition of employment.

* Because of our strong customer service orientation, all Campus Recreation employees must have solid communicative skills, be service minded and have an interest in recreation.



STUDENT EMPLOYEE POSITIONS

Intramural Sports Official

Officials are responsible for maintaining a knowledge of the rules of play and enforcing the rules at all IMS activities. Providing a safe environment, fair play, and sportsmanship are three key components to the IMS Program. Officials training will be available for interested participants prior to the start of each intramural season.

Promotions & Sponsorships Assistant

Responsible for the promotion of Campus Recreation and its events and activities through social media and other digital outlets, taking photo and video footage at events, keeping all printed materials updated, developing Campus Rec publications, representing Campus Recreation at various events, and general office duties. Duties may include light graphic design work; experience preferred but not required.

Maintenance Assistant

The Maintenance Assistant assists with scheduled, preventative, and acute maintenance of the Student Recreation Center. They perform routine inspections and assist with grounds maintenance.

Experience or Certification Required:

Lifeguard

The primary responsibility of a Lifeguard is for the safety of any person using Campus Rec Aquatic Facilities. Responsibilities include supervising recreational swimmers through proper scanning and consistent rule enforcement, preventing accidents and injuries and providing emergency intervention. Lifeguard candidates must be currently certified in American Red Cross Lifeguarding (or willing/able to obtain certification within a reasonable period).

Group Exercise Instructor

Group instructors teach a variety of group exercise class formats for all skill levels ensuring a safe, comprehensive, and fun workout experience. Responsibilities include teaching weekly classes, teaching fitness outreach classes, attending monthly staff meetings and continuing education.

Personal Trainer

Personal Trainers are responsible for assisting participants with exercise program design and equipment orientation. Trainers will meet with clients to design safe, effective, and comprehensive exercise programs. Background in Kinesiology, Health Science, or related field strongly preferred, national personal training certification required.

Challenge Course Facilitator

Challenge Course Facilitators are responsible for facilitating teambuilding and educational programs that utilize games, initiatives and low/high challenge course elements. This position will work with both on- and off-campus organizations. Duties include program prep, check-in, site safety, activity facilitation, belaying, instruction of climbing/safety techniques, and structural maintenance of the challenge courses. Challenge Course Facilitators must participate in and pass a Campus Recreation Facilitator training course to maintain employment.

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STUDENT EMPLOYEE POSITIONS

Trip Leader

Outdoor Pursuits Trip Leaders are responsible for directing assigned outdoor trips. Responsibilities include: planning and conducting pre-trip meetings; organizing and maintaining group equipment; operating large passenger vehicles; supervising groups during trips; educating participants in necessary skills; enforcing policies. Trip Leaders are the first-responders in the event of any medical emergency on trip. Wilderness First-Aid or similar level certification preferred. Position requires prior experience, ability drive and maintain state driver's license and includes night/weekend work.

Competitive Sports Site Supervisor

Responsible for one-two court(s) or field(s) during all Competitive Sport activities. Supervisors will be responsible for: the officials working IMS games, all team check-in prior to games/practices, safety of participants and staff, first aid, handling disciplinary issues on their field, hourly counts of participants and spectators, and general supervision of field/court space. This position also is responsible for running the Competitive Sport Desk that includes cash handling, equipment check-out and general customer service. The ability to work nights and weekends is required for this position.

Safety Instructor

Safety Instructors are responsible for teaching safety training classes. This can include American Red Cross Lifeguarding, American Red Cross CPR/AED for the Professional Rescuer, and American Red Cross Lifeguarding Review classes. Instructor candidates must be currently certified as an American Red Cross Lifeguarding Instructor or American Red Cross CPR Instructor.

Water Safety Instructor

Water Safety Instructors are responsible for teaching adult and youth swimming lessons in the Learn-to-Swim program. This can include group, private and semi-private lessons. Instructor candidates must have prior swimming lesson teaching experience and must be certified as an American Red Cross Water Safety Instructor before teaching group swimming lessons

Graphic Designer

The Graphic Designers are responsible for the promotion of Campus Recreation and its activities by designing flyers, display ads, banners, logos, t-shirts, posters, taking photos, and shooting video at events. Duties also include representing Campus Recreation at various events. Must have experience in Adobe CC and/or Canva, and strong communications skills; experience in marketing/public relations or publicity is preferred. Portfolio Required. Must be ready to show and discuss at the time of the interview.

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