



Position Description Facility Manager

Responsibilities

- Serve as assistant to the Assistant Director of Operations and Facility Coordinator.
- Professionally manage all 1064 Recreation facilities and program areas in the absence of professional staff members.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Assist in training student Operations staff members.
- Assist in the evaluation of Operations staff members.
- Coordinate and supervise event set-ups utilizing tables, chairs, sports and audio/visual equipment.
- Responsible for point-of-sale operations.
- Responsible for the safety of participants, the facility and equipment.
- Assist participants with questions, concerns and/or disputes.
- Assist with the inventory of game and facility equipment.
- Responsible for performing day-to-day activity supervision, equipment maintenance and upkeep of the Recreation Center.
- Serve as student lead assistant with emergency situations and evacuations as they arise.
- Ensure that required forms completed legibly and accurately.
- Perform other duties as assigned.

Expectations

- Demonstrate positive leadership qualities.
- Present a professional appearance and attitude.
- The ability to make professional decisions for every day and emergency situations.
- Maintain a high standard of customer service.
- Attend and participate in Student Leadership Team meetings.
- Assist and present information at staff meetings.
- Lead by example.
- Demonstrate strong initiative.
- Demonstrate an understanding of diversity.
- Act an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.25.
- Completion of the UTSA Campus Recreation Leadership Course.
- Previous Operations work experience within UTSA Campus Recreation.
- First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15).
- Work will take place at the 1604 Campus.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.25/hour