

Campus Activities/Campus Recreation: General Manager

Under general administrative guidance of the Director of Campus Activities, the General Manager assists with the operation and supervision of the Lair Gameroom area and Weight and Cardio Room at the Fitness Center. The General Manager also assists with the coordination and execution of recreational and leisure programs.

Basic Qualifications:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be at least Sophomore status at McKendree University.
- Must maintain at least a 2.5 cumulative grade point average during employment.
- Federal Work Study preferred
- Driver's License; Ability to be certified in CPR and First Aid, Ability to be certified in Food Preparation
- Takes initiative, accountable, reliable; ability to self-motivate with little or no supervision
- Ability to work up to 15 hours per week, including weeknights, weekends, vacation break periods and some holidays.
- High level of interpersonal skills; ability to brainstorm, cooperate, and contribute in a team environment
- Some previous management or supervisory experience
- Knowledge and good skills in employee and public relations, food production methods and procedures, inventory systems, employee scheduling, and computer knowledge
- Basic knowledge of gaming and general fitness equipment
- Familiarity and interest with working with A/V equipment.

DUTIES AND RESPONSIBILITIES:

- Work closely with fellow staff members and the Director of Campus Activities, to plan, promote, implement, and assess the programs assigned.
- Maintain availability for traditional events (ie. Fall Family Weekend, Homecoming, McKendree Idol, Spring Fling, etc.)
- Assist in event logistics (set-up, execution, tear down) as determined
- Assist with the advertising and promotion of programs and events.
- Act as a facilitator, role model, and be dedicated to providing positive leadership to the entire staff. In fulfilling his or her duties, the General Manager should seek to fulfill the mission of the Office of Campus Activities by cultivating a team-oriented atmosphere and demonstrating commitment to the success of student life at McKendree
- Maintain a responsible and professional image. Effective communication with a diverse campus community, including: University faculty and staff, general student population, and community resources is essential. Conduct all business, communication, correspondence, and negotiation in a professional and ethical manner.
- Follow the student conduct guidelines listed in the Student Handbook as well as the member policies and regulations set forth by the Office of Campus Activities. Members are considered representatives of CAB and McKendree University at all times.
 - Follow protocol as it relates to reporting incidents, injuries, and any situation that warrants contact to Public Safety or other administration.
- Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
- Attend staff trainings, retreats, and other functions as assigned.
- Answer all staff communication within a timely manner.

ADDITIONAL DUTIES:

- Supervise usage at facilities used by the Office of Campus Activities/Campus Recreation. Provide for the order, security and safety of the building and its occupants in the absence of or in addition to permanent staff.
- Responsible for the following:
 - Assisting and meeting the informational needs of the customer and portraying a positive attitude in a professional manner.
 - Enforcing policies for both staff and patrons, including handling emergency situations as they arise. Consults with professional staff as appropriate.
 - Assisting with training sessions, employee scheduling, supervision, and evaluation of student staff.
 - Maintaining reservations, daily reports, and additional forms as needed.
 - Distribution of signage, materials, and check bulletin boards for proper postings
 - Maintains an up to date and accurate inventory. Assists with inventory purchasing.
 - Identify program equipment purchase needs; develop and maintain inventory control methods
 - Prepares cash drawers for the snack bar and each activity or concession event.
 - Maintains accountability for incoming cash and safe control in designated activity or concession operations.

- Making frequent rounds of activity areas to secure areas not in use, check condition of facilities, and check in with student employees on duty.
- Shall serve as a generalist, having a basic knowledge for all working areas of the Lair and concession areas.
- Shall develop, together with other General Managers/Coordinators, a duty schedule. Managers are limited to working a maximum of 15 hours per week.
- Responsible for the planning and execution of various recreational and leisure activities. Most events will be held late night and/or weekends. Events will consist of:
 - Tournaments, Trivia Nights, Viewing Parties (sporting events, TV shows, movie nights), Social Activities (karaoke, game nights, etc.)
- An outgoing personality and ability to speak to groups in a social setting is required.
- Other duties as assigned

FITNESS CENTER SPECIFIC DUTIES:

Assists with assuring that the weight rooms/fitness centers operates effectively. Assisting with the supervision, training, scheduling, and evaluation of the weight/fitness staff will be an important part of this job.

- Assure that the student staff is performing all of their duties
- Monitor and assist participants utilizing the equipment as needed
- Clean equipment on a daily basis
- Be proactive in eliminating unsafe exercises
- Conduct facility and equipment orientations as needed
- Assess and properly respond to emergencies/risk management issues
- Other duties as specified.

Hours:

The coordinator will work a flexible schedule but possibly not more than 15 hours per week. This position is available for Federal Work Study.

Questions should be sent to Craig Robertson, Director of Campus Activities at croberts@mckendree.edu.