



## Position Description Facility Manager

### **Responsibilities**

- Serve as the assistant to the Facility Coordinator.
- Serve as the Building Coordinator on weekends.
- Supervise Campus Recreation student assistants working in the 1604 Rec Center and Intramural Field House.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Assist in training student Operations staff members.
- Assist with event set-ups with tables, chairs, sports and audio/visual equipment.
- Responsible for point-of-sale operations.
- Responsible for the safety of participants, the facility and equipment.
- Assist participant 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.
- Assist with emergency situations and evacuations as they arise.
- Complete required forms completely and legibly.
- Perform other duties as assigned.

### **Expectations**

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts 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.
- Previous Operations work experience within UTSA Campus Recreation.
- The ability to make professional decisions for every day and emergency situations.
- 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