



# Recreation Department - Employment Application

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**DATE OF APPLICATION:** \_\_\_\_\_

**SEMESTER/YEAR INTERESTED IN EMPLOYMENT:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SU ID#:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**STUDENT STATUS:** (Please check one)

\_\_\_\_\_ Freshman    \_\_\_\_\_ Sophomore    \_\_\_\_\_ Junior    \_\_\_\_\_ Senior

Semester and year of expected graduation: \_\_\_\_\_

**EMPLOYMENT INTEREST(S):** (See reverse side for job descriptions)

\_\_\_\_\_ ShipRec Desk Staff    \_\_\_\_\_ Intramural Staff    \_\_\_\_\_ Group Fitness Instructor

\_\_\_\_\_ Maintenance    \_\_\_\_\_ Lifeguard

**CLASS SCHEDULE:** (Please list days & times below on the appropriate days)

Semester & year of schedule provided: \_\_\_\_\_

Please list days/times of any other scheduled commitments:

Please list related work experience including dates employed:

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Return this form to: Galen Piper, Director of Recreation

Fax: 717-477-4054    or    Mail: 1871 Old Main Drive, Shippensburg, PA 17257

## **JOB DESCRIPTIONS**

### **ShipRec Desk Staff**

Staff is assigned to work in two areas within ShipRec, the entrance desk and the cardio/strength desk. General responsibilities include managing facility access, communicating facility and program information to members and guests, selling memberships and guest passes, equipment distribution, facility usage reporting, enforcing established facility policies, and ensuring all facility areas are safe and secure. Hours are scheduled around staff availability.

### **Intramural Staff**

Staff is responsible for the facilitation of all intramural sports activities. Job duties include game organization and management, ensuring a safe, secure, and fun playing environment, equipment distribution, enforcing intramural rules and policies, and monitoring score sheet completion and accuracy. Work hours are typically Sunday – Thursday evenings, and attendance at one weekly staff meeting is mandatory.

### **Group Fitness Instructor**

Planning and instructing safe, fun and effective group fitness classes. Instructors are responsible for supervising group fitness participants, creating a supportive exercise environment, and developing fitness instruction skills and knowledge. Hours are flexible around instructor schedule and room availability.

### **Maintenance**

Duties include maintaining the cleanliness of the ShipRec cardio/strength area. Daily responsibilities include cleaning cardio and strength equipment, equipment inspection, reporting equipment damage, and monitoring the proper operation of equipment. Work hours are flexible, but shifts are primarily scheduled in the morning or late night when facility use is low.

### **Lifeguard**

Lifeguards are assigned to the Heiges Field House pool. Duties include monitoring and enforcing pool rules and policies, performing life-saving duties when needed, maintaining order and cleanliness within the pool area, maintain attendance log of pool use, answer questions, and assist with opening and closing the facility as needed. Staff must have lifeguard, CPR and First Aid certifications.

\*All employees are required to attend any scheduled meetings and trainings.