



## **Recreation Assistant**

### **PURPOSE:**

SRC Recreation Assistants are responsible for documenting facility participation, assisting with routine maintenance of equipment and facilities, event set-up and take-down, and ensuring a safe environment at all SRC facilities and recreational areas. Recreation Assistants are responsible for enforcing SRC policies and procedures as well as assisting with participant issues and concerns. Similarly, the staff is responsible for ensuring equipment and facility safety, cleanliness, and readiness for use.

### **SUPERVISORY DUTIES & RESPONSIBILITIES:**

- Ensure safe environment for staff and participants while maintaining responsible operations of the SRC facility and programs
- Respond to all injuries and assist in immediate first aid and emergency procedures, complete Injury Report form
- Maintain familiarity with Emergency Action Plans and assist in the evacuation of the facility in case of emergency
- Resolve participant conflicts and disputes with tact and diplomacy

### **PROGRAMMATIC DUTIES & RESPONSIBILITIES:**

- Conduct regular rounds to all areas in the SRC and other campus facilities (tennis courts, sand volleyball courts & intramural fields) used for recreational purposes to ensure that activities are conducted safely and appropriately
- Compile hourly user statistics and document all facility issues, participant concerns, injuries, and incidents through Forms on SRC iPads
- Open, close, and secure facilities at prescribed times and check for safety and maintenance concerns
- Document any equipment that isn't working properly and report damage via Fitness Asset Manager
- Clean gymnasium floors per the gym cleaning schedule
- Clean Sequoia, Mojave, and Yosemite Studios
- Clean and maintain tennis courts and sand volleyball courts weekly or as needed
- Keep all SRC facilities organized, clean, and welcoming
- Monthly checks on safety equipment, such as AEDs & fire extinguishers
- Provide facility tours to visitors and students upon request
- Prepare all activity sites with necessary materials for efficient, safe, and service-oriented events including set-up and take down of equipment; including but not limited to volleyball, badminton equipment, portable sound system, tables, and chairs
- Assist in other duties as assigned, such as assisting in removing locks and contents of day use lockers, collecting stray towels, and assisting with laundry operations
- Assist Fit Floor Monitor in cleaning all weight and cardiovascular equipment to remove dust, sweat, and stains
- Assist Fit Floor Monitor in re-racking weights, turning on/off machines, and any other closing duties as needed
- Perform minor custodial duties when full-time custodians are not available
- Communicate maintenance, custodial, or security issues to appropriate SRC staff or campus personnel
- Educate participants and student staff on all policies and procedures; enforce these policies when necessary
- Collect lost and found items and give to Member Services Assistant to document and store
- Assist other staff areas with the preparation and operation of their program area as needed

### **ADMINISTRATIVE DUTIES & RESPONSIBILITIES:**

- Provide support to the Director and Coordinators on specific projects as needed
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times by maintaining an extensive knowledge of weight and cardiovascular equipment including proper usage
- Possess general knowledge of all SRC facilities, programs and services
- Serve as a role model to other student staff and participants
- Provide positive exceptional customer service and policy education to participants
- Attend and contribute to all mandatory staff meetings, workshops, and retreats
- Provide a friendly, inclusive, service-oriented environment for all staff and participants
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity



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- Maintain a positive relationship with staff and co-workers



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and Wellbeing**

- Demonstrate commitment to student development and leadership
- Maintain high standards and achieve high expectations
- Maintain prompt hours and follow absence procedures

**QUALIFICATIONS:**

- Currently enrolled CSUB student with at least 6 undergraduate units and 2.0 G.P.A. or graduate student with 4 graduate units and a minimum G.P.A. of 3.0
- Certification in CPR/AED/First Aid from either the American Red Cross or the American Heart is required either prior to starting position or within 30 days of hire
- Previous supervisory experience in a fitness environment
- Working knowledge of safety procedures related to various types of weight and cardiovascular equipment
- Extensive knowledge of Exercise Physiology, Kinesiology, safe training procedures and exercise implementation preferred
- Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
- Excellent oral and written communication skills
- Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles
- Willingness and ability to work early morning, night, weekend, finals, and semester break hours

**CLASSIFICATION & COMPENSATION:**

Student Assistant I: 10-15 hours per week

**APPLICATION PROCESS & DEADLINE:**

Applications can be found on Handshake - <https://csub.joinhandshake.com/login>". Included in the application is a section titled "Tips for Applicants" that will help prepare candidates for the selection process.