

On-Campus Job Description



To apply: Go to https://wenatcheevalleycollege.formstack.com/forms/career_services to submit your information to see if you are eligible for funding.

Job Title & Number of Positions Avail.	Student Rec Center Lead - 2 positions available, Start Date: Sep 7th
Department/ Location	Student Recreation Center (SRC) – ON CAMPUS
Rate of pay	\$15.98/hour
Supervisor	Daniel Zavala
Duties and Responsibilities	<ul style="list-style-type: none">• Provide excellent customer service in a friendly, approachable, and culturally responsive manner to all guests by responding to questions, providing facility tours and orientations, and checking IDs at the front desk.• Triage and direct patron inquiries appropriately. Thoroughly and efficiently gather information and inquiries, and compassionately educate patrons on SRC usage and opportunities for growth and development.• Carefully document and record interactions with patrons through contact tracking. Maintain equipment and maintenance logs.• Monitor facility usage, ensure safety for all participants, and enforce all SRC rules, policies, and procedures regarding the safe and proper use of the building and equipment.• Regularly clean and sanitize exercise equipment, facilities, furniture, and other recreational equipment.• Attend all mandatory staff, meetings, trainings, and workshops. Adhere to and comply with both SRC and campus policies and procedures.• Administer equipment check out procedures and assist with washing towels, maintaining inventory, and encouraging sanitation throughout the facility.• Work to build programming in the SRC, including intramurals, group exercise, outdoor recreation, camps, and off campus learning projects. Schedule and staff the programs, and gather feedback from participants following the events.• Participate and practice safety, risk management, and mandatory reporter procedures. Immediately report injuries and incidents to SRC Manager or Shift Supervisor.• Assist with ASWVC motor pool vehicle maintenance, managing check-out/in process, driving state vehicles (vehicle operation requires motor pool certification), tracking vehicle mileage, and other assigned duties as needed.• Work closely with campus life department to advance student development, campus programming and leadership opportunities.

	<ul style="list-style-type: none"> Assist with events including; support staff, event set-up, tear down and follow-up processes. Coordinate with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order. <p>Assist with tasks and other assigned duties as needed.</p>
Minimum Qualifications	<ul style="list-style-type: none"> Current WVC student with minimum 2.5 GPA Current CPR and First Aid Certification or ability to possess within 3 months of hire Ability to lift 30 lbs. Position available to work study eligible students only with minimum of \$2,000.00 of work study funds available per quarter Able to work weekdays, weekends, and nights. Must be looking to work through 2020 - 2021 academic calendar All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
Educational Benefit	<ul style="list-style-type: none"> Improve customer service, problem solving, and leadership skills Develop professional working relationships with students, staff and the public from various diverse and cultural backgrounds. <p>This position is a good match for students pursuing career pathways in exercise science, physical education, athletics, healthcare sciences, kinesiology, physical therapy, nutrition, and sports management.</p>

04/22/21 (CRB)

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*