



Campus Rec Operations Coordinator

Campus Recreation is a fun, fast-paced, and dynamic work environment that offers multiple employment opportunities for students with a variety of interests and experiences. Student Coordinators are the highest level student leadership positions in Campus Recreation who are integral in the development, administration, and operation of multiple areas within the recreation program. The coordinator position provides students with the opportunity to develop valuable professional skills and lead our programs through direct hands-on experience for the **2019-2020 academic year**.

Qualifications

- Currently enrolled as a student in good standing and authorized for employment at Hamline University.
- Must have excellent interpersonal, verbal and written communication skills.
- Highly organized with strong attention to details and the ability to multitask.
- Capable of managing student employees in a supervisory role.
- Ability to resolve conflict situations and make sound decisions.
- Knowledge of basic accounting principles and tools is a plus.
- Flexible schedule to work within the needs of the program including late nights, early mornings, weekends, and break periods. Work schedule will average approximately 10 hours per week.
- Must be available for all required meetings, training sessions and events.
- General computer skills and knowledge of various marketing and design tools including Adobe Suite programs, social media, and photo/video equipment is preferred, but not required.
- *Preference will be given to students that do not hold other leadership positions at Hamline, a knowledge of recreation and sports, and/or interest in pursuing a career in sport management.*

Job Responsibilities

- The Operations Coordinator will support key operational functions of Campus Recreation that include: management of the Recreation Desk, program scheduling, and administrative tasks.
- Assist in the hiring, training, supervision, and evaluation of recreation desk staff.
- Coordinate scheduling and serve as the “keeper” of the campus recreation calendar for all associated programs, events, and activities.
- Assist with assigned budget and accounting functions including preparation of check requests, reimbursements, organizing invoices, and tracking expenditures.
- Maintain inventory management system for all campus recreation equipment and supplies.
- Assist with establishing safety and emergency response protocols for recreational events and spaces and serve as a liaison with Security, Space Management, Facilities, and Athletics regarding recreation needs.
- Assist with various administrative tasks, as needed.
- Maintain regular weekly office hours (minimum 5 hours per week will be arranged based upon schedule).
- Represent Campus Recreation at information sessions for prospective or new students.

Compensation

- Minimum \$11.00/per hour.
- Paid trainings throughout the year.