



## Campus Recreation Coordinators

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 positions provide students with the opportunity to develop valuable professional skills and lead our programs through direct hands-on experience.

### 5 Coordinator Positions:

- **Intramurals**
- **Marketing**
- **Spirit**
- **Rec Desk**
- **Well-being**

### Qualifications

- Currently enrolled as a student in good standing and authorized for employment at Hamline University.
- 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 effectively resolve conflict situations and use sound judgment when making decisions.
- Flexible schedule to work within the needs of the program, particularly in the evening and some weekends. Work schedule will be approximately 10-12 hours per week.
- Must be available for all required meetings, training sessions and events.
- *Preference will be given to students that do not hold other leadership positions at Hamline, a knowledge of recreation and sports, and/or career interest in sport management, marketing, or event planning.*

### Job Responsibilities

- All coordinator positions represent Campus Recreation and its programs.
- Coordinators directly assist the Recreation Program Director in developing and managing programs, events, and initiatives within the scope of Hamline's Campus Recreation Department.
- Each Coordinator will have specific responsibilities relative to their program, but all Coordinators additionally assist with all aspects and programs of the Campus Rec department.
- Coordinators will attend regular meetings with Program Director, including 1 on 1, small group, and all staff meetings and trainings.
- Coordinators will assist with hiring the full Campus Recreation student staff, and will lead the training, management, and development of their staff.
- Time management, communication, creativity, and teamwork are essential to these positions.

### Compensation

- Minimum \$14.00/per hour