

RECSports Student-Employment Opportunities

The Department of Recreational Sports employs between 150-200 student employees each year for both direct hire and work study positions. Applicants must be currently enrolled students of Loyola College in Maryland who are service-oriented, energetic, dependable, and able to enforce Departmental, as well as, Fitness and Aquatic Center (FAC) policies and procedures. Employment in the Department of Recreational Sports is a great way to get involved on campus, meet new people, and learn new leadership skills. Individuals must complete one application per position.

Administrative Assistant: Provides clerical support to the administrative staff. Responsibilities may include, but are not limited to: answering phones, distributing mail, typing, filing, and program support. Microsoft Office skills required.

American Red Cross Instructor: Instructs various American Red Cross (ARC) certification courses to include Water Safety (WSI), Lifeguarding, First Aid, Sports Safety Training, AED, and CPR. Instructor must adhere to the ARC guidelines and protocols for instructing and reporting. ARC instructor certifications required.

Athletic Training Assistant: Assists the supervising Certified Athletic Trainer (ATC) at designated club sport practices and home matches by performing duties assigned by the ATC. This position requires current American Red Cross CPR-FPR, AED & Basic First Aid Certifications. Any additional training necessary for specific emergency situations will be provided.

Basecamp Attendant: Provides program registration for OAE trips, responsible for outdoor gear rental. Will also maintain clean, organized work environment and assist with administrative office tasks as needed. Microsoft Office skills preferred.

Building Supervisor: Responsible for the daily operations of the Fitness and Aquatic Center to include: opening and closing of the building, employee supervision to ensure that the building is staffed appropriately, building or medical emergency response, policy enforcement, and administrative support to full-time staff. Proficiency with multi-tasking required. Microsoft Office skills required. Individuals with current ARC Professional Rescuer CPR and Basic First Aid and AED certifications are preferred.

Climbing Wall Attendant: Responsible for checking climbing wall ID cards, supervising climbers on the wall, and for general wall maintenance. All training is provided and no climbing experience is required.

Club Sport Coordinator: Provides direction and support for club officers and team participants by serving as a liaison between club sport teams and the Assistant Director – Intramurals & Club Sports. Supervises practices and aides in club game / event management and. Manages critical incidents as necessary and performs special duties as assigned. This position requires current American Red Cross CPR-FPR, AED & Basic First Aid Certifications. Any additional training necessary for specific emergency situations will be provided.

Departmental Payroll Coordinator: Processes all student payroll for the department, assisting the Departmental Administrative Assistant with all necessary steps in the payroll process. Prepare all new staff timecards, timecard files and update label database regularly. Strong organizational skills required. Microsoft Office skills required.

Equipment Room Attendant: Responsible for the distribution of sporting equipment, locker assignments, and towels to all patrons. Launders sporting towels and intramural/club sports uniforms. No other previous experience required.

Fitness Center Consultant: Assists and supervises the participants of the Fitness Center by providing usage guidelines of the cardiovascular and strength training equipment, policy enforcement, and by promoting safety and proper use of the equipment through appropriate supervision. Maintain the cleanliness of the facilities and equipment. Strength training experience preferred. Individuals with current ARC Professional Rescuer CPR and Basic First Aid and AED certifications are preferred.

Family Program Coordinator: Responsible for the planning and coordination of family program offerings with the Assistant Director for Aquatics. Attends and supervises each scheduled family program, set-up to break down. Working with children is necessary. Previous experience working with children preferred. Creative thinking preferred.

Group Exercise Instructor: Teaches various group exercise classes to faculty, staff, administrators and students following nationally recognized teaching protocols. Willingness to attend certification courses and mentoring sessions provided by the Department of Recreational Sports. Nationally recognized Instructor certification required.

Instructional Program Coordinator: Assists with all aspects of planning, oversight and developing departmental instructional program. Microsoft Office skills required.

Intramural Site Supervisor: Responsible for the on-site supervision of intramural contests, the evaluation of officials, and providing support to the officials. "Veteran" officials who have demonstrated skills, knowledge, and leadership preferred.

Intramural Sports Official: Responsible for officiating and scorekeeping a variety of team sports throughout the course of the year. No experience necessary, but preferred. In-house training provided.

Learn to Swim Instructor: Instructs various American Red Cross (ARC) Learn to Swim lessons for children and adults, adhering to the ARC guidelines and protocols for teaching and reporting. ARC instructor certification required. *(Private lessons are paid at a rate of \$10 per half hour lesson and must be approved and monitored by the Assistant Director for Aquatics and Family Programs. Instructors must be WSI certified.)*

Lifeguard: Responsible for the supervision and education of swimmers, facility maintenance, and administration of emergency and first aid protocols. Applicants must possess a current American Red Cross Lifeguarding Certification or the equivalent, a current American Red Cross CPR for the Professional Rescuer certification, a current American Red Cross First Aid certification, or the equivalents, and be in good physical condition (as determined by a pre-requisite skills test). Also responsible for cleaning and general maintenance, including rust removal, of aquatic center equipment and facilities.

Marketing Assistant: Works under the general direction of Associate Director (Business and Programs) and Graduate Assistant (Membership & Marketing) and through collaboration with all professional staff members. Performs work independently and on teams to support the implementation of the departmental marketing plan. Responsible for the planning and development of marketing materials and resources for departmental use to include the design and distribution of publications and other media formats as well as, photography assignments. Photography and/or graphic design experience preferred.

Marketing Coordinator: Supervises Marketing Assistants in coordination with Associate Director (Business & Programs) and Graduate Assistant (Membership & Marketing). Will be responsible for acting as a team / project leader and training other staff in applicable areas of demonstrated expertise. Technical & creative skills preferred.

Membership Coordinator: Supervises Member Services staff in coordination with Associate Director (Business and Programs). Ensures the efficient and accurate processing of all memberships and point-of-sale transactions daily. Assists with point-of-sale software use and training. Coordinates the tracking and reconciliation of all membership-related transactions.

Member Services Representative: Provides service to prospective and current members of the facility, sells memberships, locker rentals and assists in program registration. Willing to learn about facilities, policies and program offerings as well as conduct facility tours. Strong emphasis is placed on customer service and interpersonal skills. Microsoft Office skills preferred.

Outdoor Gear Assistant: Responsible for prepping and de-prepping outdoor equipment for OAE trips and rentals as well as repairing and managing equipment inventory.

Personal Fitness Trainer: Responsible for ensuring the safety and exercise of clients through education, exercise program design and technique. Must have the versatility to train diverse populations of people with varying degrees of fitness capabilities. Trainers must provide effective, well-rounded instruction and exercise prescription to participants. Also responsible for professionalism and client rapport. Must hold a nationally recognized certification and current ARC Professional Rescuer CPR and Basic First Aid and AED certifications.

Risk Management Coordinator: Responsible for obtaining and tracking training documentation for all employees, interns and volunteers within the Department of Recreational Sports. Insures that all employees meet requirements set forth in the departmental Minimum Training Requirements policy. Coordinates certification courses with the American Red Cross local chapter and instructors and tracks expenditures. Oversees all emergency action inventories. Microsoft Office skills required.

Risk Management Assistant Coordinator: Assists in obtaining and tracking training documentation for all employees, interns and volunteers within the Department of Recreational sports. Assists with insuring that all employees meet requirements set forth in the department Minimum Training Requirements policy. Assists with the coordination of certification courses with the American Red Cross local chapter and instructors. Assists with overseeing all emergency action inventories. Microsoft Office skills required.

Web Page/Technology Assistant: Responsible for program specific maintenance and updates of Recreational Sports web page in collaboration with program director and Assistant Director for Marketing and Business. Experience with Site Executive or web management software required.

Welcome Desk Attendant: Monitors member/guest authorized access to the facility; provides general information regarding Fitness and Aquatic Center facilities and Recreational Sports programs; directs visitors to designated locations throughout the facility. Strong emphasis is placed on customer service and interpersonal skills.

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