UNIVERSITY OF MARYLAND
SUMMER 2018/FALL 2018/SPRING 2019
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes ___ No. ___

UMB Department University Recreation and Fitness
(Full Name of Department)

Off-Campus
Agency ____________________________
(Full Name of Agency)

Address 621 West Lombard Street

Telephone 410-706-7529 Fax No. 410-706-1472

Work Study Supervisor's Full Name Anna Borgerding

Work Study Supervisor's Title Associate Director / Acting Director of URRecFit

E-mail Address aborgerding@umaryland.edu

Alternate Supervisor's Full Name Cody Sizemore

Alternate Supervisor's Title Assistant Director

E-mail Address csizemore@umaryland.edu

Job Title Facility Supervisor

Job Function: X Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

Duties See Job Description

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: first@umaryland.edu URL: www.umaryland.edu/workstudy
Facility Supervisor Lead (Work Study)
Job Description

Department: University Recreation & Fitness (UREcFit)
Schedule: Temporary/Non-benefited
Shift: Varies. Mostly weekday with evening and weekend work required.
Hours: Department Specific
Type: Non-exempt

PRIMARY DUTIES

Uphold URecFit Core Values
- Accountability: Take ownership of URecFit facilities and programs by exhibiting a responsible work ethic.
- Civility: Promote an environment that is responsible, ethical, respectful, and courteous.
- Collaboration: Develop professional relationships with co-workers, guests, other departments of the university and the community.
- Diversity: Provide quality customer service with an awareness of, and appreciation for individual uniqueness and diversity.
- Excellence: Uphold all URecFit policies and procedures to guarantee participant safety and satisfaction.
- Leadership: Demonstrate a desire to be a leader within the campus recreation community and university.

Under the supervision and direction of the Assistant Director of Operations:
1. Supervise other part time staff positions during opening, closing and weekend shifts.
2. Ensure a safe and conducive facility for staff and patrons.
3. Maintain ongoing crisis management of all emergency action plans and risk reduction procedures.
4. Maintains knowledge; follows and enforces staffing policies, facility rules and procedures.
5. Provides spot coverage when needed.
6. Serves as an ambassador for the department when diffusing customer conflicts, and issues.
7. Assists with set up and tear down of special events, programs and services in the facility and around campus.
8. Provide first aid and emergency help and report all injuries or problems.
9. Attend all in service trainings and meetings.
10. Maintains lost and found, inventory, follow up and clean out
11. Completes Inventory

MINIMUM QUALIFICATIONS
- High School Diploma or GED.
- Supervisory experience preferred.
- Applicants must pass a background check.

REQUIRED SKILLS AND ABILITIES
- Thorough knowledge of office practices, procedures and equipment.
- Working knowledge of the principles of office management and supervisor.
- Ability to supervise, motivate and train assigned staff.
- Ability to establish and maintain effective working relationships.
- Strong leadership skills.
- CPR, AED and First Aid certified or willingness to obtain.

To be considered for this position, please forward your resume to: Cody Sizemore at csizemore@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.