UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-Line Orientation must be completed) http://www.umd.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 X ___

UMB Department __________________________ University Recreation & Fitness (URecFit)
(Full Name of Department)

Off-Campus Agency __________________________ (Full Name of Agency- For Off-Campus Positions Only)

Address 621 W. Lombard St. Room 409

Telephone ______ Fax No. ______

Work Study Supervisor’s Full Name Julia Wightman

Work Study Supervisor’s Title Director

E-mail Address jwigh001@umd.edu

Alternate Supervisor’s Full Name Jimmy Heiner

Alternate Supervisor’s Title Sr. Asst. Director

E-mail Address jheiner@umd.edu

Job Title Frontline Operational Staff (Patron, Fitness and Pratt Gym)


Duties: Respond politely and promptly to customer inquiries. Provide first aid and emergency help and report all injuries or problems. Process membership information, class registration, and perform general clerical, maintenance and custodial duties. Conduct safety rounds and assist with program/special event set up. Attend all in service trainings and meetings.

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: fws@umd.edu URL: www.umd.edu/workstudy
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.
- **Knowledge**: Stay apprised of the best practices and latest trends in recreation.
- **Leadership**: Demonstrate a desire to be a leader within the campus recreation community and university.

Uphold continuity of operations under the supervision of the full time exempt staff of URecFit

1. Supervise and assist with daily operations of the facility
2. Provide first aid and emergency help and report all injuries or problems.
3. Maintain and monitor for compliance of all rules, policies and regulations
4. Receive and direct incoming calls and visitors
5. Respond politely and promptly to customer inquiries and complaints
6. Provide tours of the facility
7. Maintain continuity of operations by managing patron access, towel service, laundry, event registrations, equipment check out and facility reservations
8. Complete all assignments required during shifts and record participation counts
9. Maintains a clean and safe facility including hourly safety rounds
10. Provide information on appropriate usage of equipment
11. Attend all in service trainings and meetings
12. Maintain accurate statistics and conduct regular facility usage reports
13. Perform scheduled inventory audits
14. Assists with training staff
15. Serve as lead for special events

MINIMUM QUALIFICATIONS

- High School Diploma or GED.

REQUIRED SKILLS AND ABILITIES

- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation.
- Outstanding communication, interpersonal, and customer service skills.
- First Aid, CPR, AED certification or willingness to obtain.

To be considered for this position, please forward your resume to: URecFit at urecfit@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.