

# Facility Supervisor

## Job Description

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

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.

### **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.

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