**POSITION INFORMATION**
Fall, winter, spring and summer employee positions
Non-federal work study and federal work study student positions
Starting $9.30 per hour; average of 5-20 hours per week

**REQUIRED QUALIFICATIONS**
Current certification in American Red Cross Professional CPR/AED and First Aid is required if selected for the position. (If selected for position it is the responsibility of the candidate to find, attend, pass and pay for certification course)
Willingness and ability to work early morning, night, weekend, final and break hours
Adherence of no reading, studying or use of non-CRD electronic devices will be allowed while on duty

**PREFERRED QUALIFICATIONS**
A Western Oregon University or qualifying student who meet the student employment criteria/hiring process
Genuine interest in a variety of individuals and commitment to providing quality service
Previous customer service, cash handling, receptionist, or inventory experience
Experience within team or individual sports, fitness or recreation centers or group settings
Good computer and phone skills
Excellent oral and written communication skills
Candidates should be reliable, self-motivated, and be able to perform multiple tasks simultaneously

**DUTIES AND RESPONSIBILITIES**
Welcome, greet and provide assistance to facility users
Register and sell individuals memberships and enroll individuals in various programs
Perform cash and check transactions
Issue sports equipment to students and patrons
Provide answers to members regarding Campus Recreation Department facilities, programs and policies
Set-up courts for sports activities
Take reservation for racquetball court space
Periodic cleaning of equipment and facility
Perform general office, laundry services and miscellaneous duties as assigned
Enforce all facility and program policies and procedures which may include utilizing conflict management
Provide emergency assistance as necessary

**PHYSICAL DEMANDS**
Ability to lift 45 pounds regularly and 50 to 100 pounds occasionally
Ability to walk and stand for extended periods of time
Physical strength in back, arms and legs to be able to sweep and carry items
Ability to bend, stoop, kneel, stretch and reach constantly
Ability to handle and manipulate objects on a repetitive basis

**WORKING ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS, DURATION OF JOBS, AND BREAK WEEKS**
This is a temporary student work position. The position is subject to renewal at the beginning of each term.
The Campus Recreation Department facilities are open on some designated official university holidays. Students are expected to work during holidays and break weeks.
In case of inclement weather when classes are cancelled, students are expected to report to work.
Students may not work more than an average of 20 hours per week per pay period. If you work at more than one location on campus, the total hours cannot exceed an average of 20 hours per pay period. Summer term students may work more than 20 hours per week.
In-service trainings will occur during the term and each one will be mandatory.