



## **Student Employee Job Descriptions:**

### **Challenge Course Facilitator**

The WKU challenge course facilitator will lead/manage all aspects of WKU Challenge Course Activities for each group attending Challenge Course Programs. This includes but is not limited to low elements, high elements, and course maintenance. Facilitators will create and lead programs designed to achieve each group's desired outcomes. This will include promoting self-confidence, positive team building, and the expansion of their problem-solving abilities.

### **Control Desk Attendant**

The Control Desk Staff is responsible for monitoring the desk area and serving as an area supervisor for the main entrance. This includes controlling member access to the Preston Center, handling towel service and equipment checkout, and answering questions on Preston Center programs and policies. The Control Desk Staff also greets patrons, answers the phone, addresses questions about Preston Center facilities, takes messages, makes reservations, and attends to light housekeeping duties.

### **Facility Supervisor**

Oversee the supervision of all Preston Center operations, conduct facility inspections, and report maintenance requests. Direct supervision of student facility staff, including Control Desk Attendants, Fitness Center Attendants, Lifeguards, and Outdoor Recreation Adventure Center Attendants. Ensure safe atmosphere in facility by enforcing facility and departmental policies and procedures and taking a proactive approach to risk management.

### **Fitness Center Attendant**

Monitor the fitness center to ensure that all facility policies are enforced and that patron safety is maintained at all times. Clean, perform minor maintenance duties, and log the functional status of facility fitness equipment.

### **Graphic Designer**

The Graphic Designer is responsible for designing and maintaining all department marketing and promotion materials for the Intramural-Recreational Sports department. Marketing and promotion materials include but are not limited to: posters, brochures, web advertisements, campus video board ads, and promotional t-shirts. Must be proficient with Mac computers, Adobe Suite software and video editing.

### **Health Education and Promotions**

The Health Education and Promotion student worker works under direct supervision of the Health Education Coordinator in combination with Graduate Assistants during the normal working hours of the Health Ed office. This position requires the student to answer phones, be a health resource for incoming students, assisting with marketing health information and the program's services to the WKU community. The position also includes miscellaneous tasks as assigned by the Health Education Coordinator and Graduate Assistants. This position requires excellent communication, people, and computer skills. An interest in health is required, but an academic major in a health discipline is not.

### **Health & Fitness Lab Assistant**

Create, structure, and implement personalized exercise prescription programs for individuals based off their needs and goals. Conducting fitness assessments and various walk-in services for patrons. Conceptualizing, designing, and distributing monthly the fitness challenge, *Muscle of the Month*, and the monthly newsletters. Also responsible for other duties as assigned within the HFL, such as but not limited to, sales, scheduling massage appointments, aiding in day-to-day operations.

### **Group X Instructor**

Lead patrons in safe and effective exercise classes in a large group setting. Instructors are expected to motivate and educate participants in basic exercises mechanics, while staying within the scope of practice for a group fitness instructor.

### **Intramural Grounds Crew**

The intramural ground crew is to ensure the upkeep of the Sports Complex. Also, complete their daily work duties and provide a safe environment and playing field for all participants. Each Intramural Ground crewmember must be certified in CPR/AED and first Aid.

### **Intramural Office Assistant:**

The Intramural Office Assistant is responsible for assisting the Intramural Coordinator and Graduate Assistants in the day-to-day operation of the intramural sports program. The Intramural Office Assistant will have daily office hours during which to complete their job responsibilities. Responsibilities include, organizing daily binders, data entry, contacting team captains and officials via phone and email, assisting in payroll tracking, and assist in tracking All-University Cup points and standings.

### **Intramural Sports Official:**

Intramural Sports Officials officiate league play and on-campus tournaments for a variety of sports, as well as score keep and assist with registration in these sports. No prior experience is required and training is provided for all activities. Other responsibilities include, professionalism, adherence to a dress code while on shift, attending bi-monthly meetings, event setup/cleanup, and assisting in adherence to sportsmanship. Students will learn interpersonal skills, conflict resolution as well as the rules to various sports including flag football, basketball, softball, volleyball, and handball.

### **Intramural Sport Supervisor:**

Intramural Supervisors are expected to adhere and enforce all departmental policies and procedures. More specifically, Intramural Supervisors are to oversee and assist officials with their daily work duties, provide a safe environment and playing field for all participants. Each Intramural Supervisor must be certified in CPR/AED and First Aid. Additional duties include professionalism, adherence to a dress code while on shift, attending weekly meetings, and assisting in conflict resolution as well as serving as a first responder in potential emergency situations. Students will continue to develop interpersonal skills, conflict resolution as well as leadership.

### **Lifeguard**

The primary role of a lifeguard is to ensure the safety of patrons in and around the pool and throughout the facility. Duties include but are not limited to, supervision of patrons, cleaning, policy enforcement, and coordinating use of all audio equipment. Current American Red Cross Lifeguarding, CPR/AED for the Professional Rescuer, and First Aid certifications are required. Certification for Water Safety Instructor and Lifeguarding Instructor are recommended. Previous lifeguarding experience is preferred. A high level of maturity and the desire to work as part of a team are also expected.

**Office Assistant**

The office student worker (Office Assistant) works under the direction of the Office Coordinator. The office student worker also assists the Director, Assistant Directors, Coordinators, and Graduate Assistants. This person is responsible for answering the front desk phone; helping students with questions about department programs, services, and facilities; setting up new facility memberships; and knowing and organizing Camp Big Red materials. This position requires a great deal of responsibility and maturity, in addition to having excellent communication and technical skills.

**ORAC Attendant**

The ORAC attendant is responsible for the supervision of the Outdoor Recreation and Adventure Center. Primary duties include outdoor equipment rental and Pro Shop transactions, reservations, inventory, and answering questions. Attendants may also assist in trip planning, coordinating, and conducting clinics. Students should have a working knowledge of wilderness recreation and equipment. American Red Cross AED/CPR and First Aid. Wilderness First Responder is highly recommended.

**Personal Trainer**

Create, structure, and implement personalized exercise programs for individuals based off their needs and goals. Assist in the creation and obtainment of these goals while educating the client(s) on living a healthier lifestyle.

**Sport Club Supervisor**

Open and close the Hattie L. Preston Intramural Sports Complex. Set-up playing fields for practices and games. Act as a liaison between the various clubs and the Coordinator/Competitive Sports GA's. Provide safety for the participants. The most important duty is to be a first responder. Enforce the policies and procedures of the Hattie L. Preston Intramural Sports Complex and the IM-Rec Sports Department. Assist with paperwork and other administrative tasks as needed. Assist with the maintenance and upkeep of the complex.

