

**USM Sullivan Recreation & Fitness Complex
104 Sullivan Complex, Portland Campus
Student Employment Application**

*****Mandatory training will be held at the beginning of each semester*****

Student Employment at Sullivan Recreation and Fitness Complex: Our student employees provide customer service for USM students, faculty, staff, alumni and general public members. You will be responsible for maintaining a helpful and safe environment to ensure our members return to the Sullivan Complex for their health and fitness needs. You must be detail oriented and possess the ability to work with little supervision.

We have a policy which prohibits the use of electronic devices during work hours as we need your attention to be with members. Because this position requires a high level of customer service and attention to detail, there will be limited time for studying. However, there are added benefits to being employed at the Sullivan Complex such as networking for future internships and employment opportunities, as well as becoming an integral part of the USM community.

We welcome you to become a member of our team!

Name _____ Date _____

Local Address _____

Telephone _____

Peoplesoft ID: Found on Maine Street, Personal Info, Demographic link: _____

Email Address _____ Date of Birth _____

Work study? Yes _____ No _____ If Yes, Funds allotted per semester? _____

Position applying for:

_____ Customer Service/Information Center _____ Outdoor Recreation Program
_____ Fitness Center or Body Shop Assistants _____ Office Assistant
_____ Activity Supervisor (Basketball during open gym, or Soccer/Volleyball Leagues)

We are facility serving students, faculty, staff, alumni and general public members 7 days a week.

Please note your availability (include times during the days/evenings/weekends that you are available to work):

Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

Saturday _____

Experience Related Experience: _____

List Related Certifications: CPR, First Aid, WFR, Fitness Certifications, Computer Proficiency, Recreation, etc.

Please include a copy of any current certifications you may have acquired with application.

3 References (Must include 3 references with a contact name and telephone # to be considered):

Sullivan Complex Supervisor Job Description Information Center/Gym Activities Supervisor

The Sullivan Complex Supervisor will assist in the overall operation of the facility. Duties will primarily consist of overseeing operation in the Information Center/Gym Activities Supervisor. Responsibilities include but are not limited to; verifying access of users of the facility by verifying current identification with the USM Card system, obtaining payment for use of the facility for those without USM identification, issuing equipment to users with id, rental of lockers, laundry services. You will need to comprehend all emergency procedures, enforce rules and regulations. This position requires a very high degree of customer service skills with students, staff, faculty and the general public. Report any maintenance requests to Manager or Directors of the facility. You may also be asked to assist with projects within the facility with the many programs that are run out of the facility. Knowledge of Fitness Center, Sullivan Campus Recreation & Fitness, and University Community Recreation and Fitness programs. Kevin Normand, Assistant Director at 228-8242.

EXPECTATIONS

Proper attire to be worn at all times

Comfortable clothing & shoes

Courteous and attentive to all participants of the facility - high degree of customer service skills

Try to remember names

Greet everyone as they come in

Be positive and supportive

Verify access of users of the facility, and current identification using the USM Card system

Obtain payment for use of the facility for those without USM identification

Issue equipment to users with id, rental of lockers, towels, etc.

***Be available and approachable – Ask if you can assist or help them in Sullivan Complex**

Be punctual

Show up 5-10 minutes early for your shift

Responsible for finding a substitute when unable to cover your shift

Missed shifts or tardiness will not be tolerated

Sign in & out on the time sheet board in Administrative office initials of staff member supervisor as verification

Log hours into people soft payroll on computer at end of shift on a daily basis

Demonstrate basic knowledge of programs offered within the facility

Emergency procedures within the entire facility

Memberships for Alumni, students, staff, faculty, domestic partners, spouses & family members

Fitness center programs

Lifeline programs available to the general public

Main Gym programs – Activities within & Open gym times, etc.

Sullivan Campus Recreation & Fitness programs

University Community Recreation & Fitness programs

Organization and cleanliness

Laundry should be done on an ongoing basis on all shifts

Checking of locker rooms to ensure supplies are adequate

Monitoring of locker rooms and other areas of facility for safety of users and to deter theft

Report any equipment malfunctions to Manager or Directors of the facility.

You may also be asked to assist with projects within the facility with the many programs that are run out of the facility.

Mandatory training will be held at the start of each semester. CPR & First Aid certification is required

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Created 10/16/07

Updated 4/21/15

Sullivan Recreation and Fitness Center

Fitness Center Supervisor Job Description

The Student Fitness Center Supervisor will be involved in all facets of operating a fitness center including, but not limited to, supervision, maintenance, knowledge and utilization of all strength training and cardiovascular equipment. You will ensure proper lifting and spotting techniques, conduct orientation on all fitness equipment, and assist in conducting training sessions. You will need to comprehend all emergency procedures, enforce rules and regulations. Read and understand, apply, initiate, and act as a resource with all single station selectorized equipment, a free weight area, as well as Concept II rower, treadmills, stationary bikes, steppers, and elliptical fitness cross trainers, Cardiovascular equipment, and free weight movements.

Contact Skip Cadigan, Assistant Coordinator of Recreation and Fitness/Fitness Center Manager at 780-4652
Or Niffy Allen. Assistant Coordinator of Recreation and Fitness/Fitness Center Manager at 780-4948

Expectations

Proper attire to be worn at all times

- Athletic shoes

- Clean shirt or Staff shirt

- Athletic pants or Shorts

Be Courteous and attentive to all participants of the facility with a high degree of customer service skills

- Try to remember names, Greet everyone as they come in

- Be positive and supportive

- Be able to answer customer inquiries

- *Be available and approachable – Ask if you can assist or help them in Fitness Center**

Knowledge of Emergency procedures within the entire facility

- Ensure safety of members

- Enforce rules and regulations of facility

- Act as a resource for new members with regard to fitness programs and fitness equipment

Be punctual

- Show up 5-10 minutes early

- Responsible for finding a substitute when unable to cover shift

- Missed shifts or tardiness will not be tolerated

- Sign in & out on the time sheet board in Administrative office with initials of staff member supervisor as verification

- Log hours into Maine Street on computer at end of shift on a daily basis

Demonstrate basic knowledge of resistance training and its components

- Warm up, Cool down

- Resistance training, cardiovascular training

- Meet with Fitness Center Manager and perform an orientation

Organization and cleanliness

- Cleaning should be done daily and weekly according to **cleaning schedule**

 - (Walk through F.C. 1X/hr and wipe down the most used equipment)

- Magazine rack should be kept orderly and out of date magazines removed

 - (Pick up magazines on the floor and behind machines, **health risk**)

Organization and cleanliness

- Mirrors should be checked for smudges and/or handprints

- Keep close eye on dirt and mud behind treadmills and under cardio equipment

- Clean as needed especially the cardio equipment.

- Lubricate the metal guides and the barbells, everything sticks when it's humid.

Report any equipment malfunctions to Fitness Center Manager, Skip Cadigan, ext. 4652, immediately.

You may also be asked to assist with projects within the facility with the many programs that are run out of the facility.

Mandatory training for new staff will be held at the start of each semester. CPR & First Aid Certification is required.