

**SFSU CAMPUS RECREATION**

# **NOW HIRING**

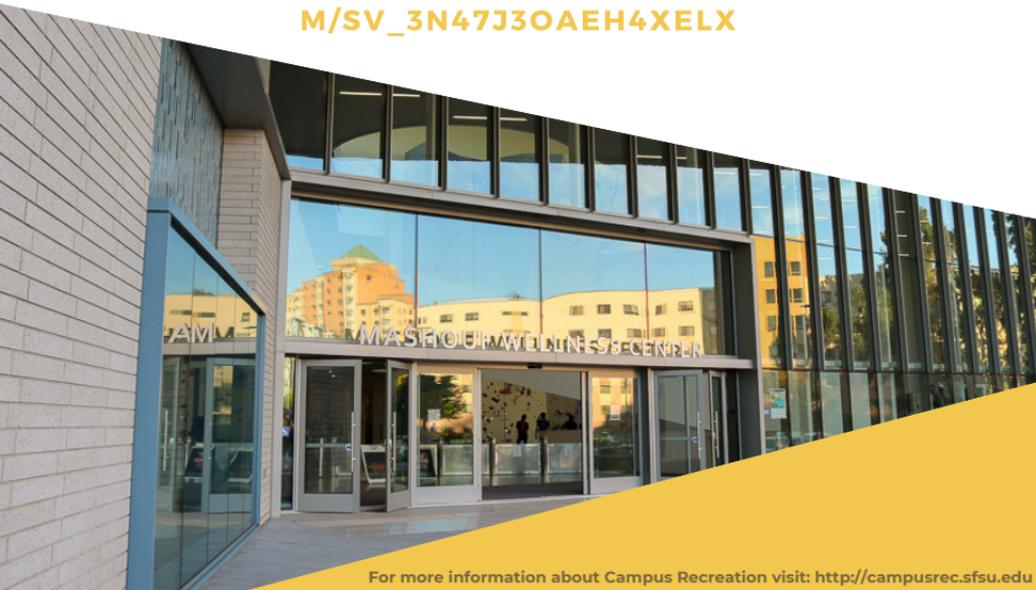
**Event Supervisor**

**APPLICATION DEADLINE:  
FEBRUARY 28, 2019**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Qualtrics - Common Application:**

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
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## PURPOSE

The main responsibility of the Event Supervisor is to provide on-site supervision of all space rentals for reservations and events during scheduled shifts throughout the year at the MWC. Oversight and knowledge of all event operations, procedures, and building and reservation policies is essential to this position. Event Supervisors serve as the main point of contact during events taking place in the facility and have all equipment and waivers prepared for events if needed. This position represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## DUTIES AND RESPONSIBILITIES

- Serve as the main point of contact for reservations and events; delegate tasks as needed.
- Provide on-site supervision of reserved spaces for events taking place at the MWC.
- Lead pre-event setup and post-event breakdown.
- Liaise with outside vendors and sign off on any paperwork if needed.
- Be familiar with all building reservations and events policies.
- Conduct excellent customer service with all reservations and events.
- Educate participants and staff on safe participation during events and enforce building policies and procedures.
- Regularly attend all staff meetings and trainings.
- Communicate with building staff regarding event information.
- Report any emergency situations or accidents; Help de-escalate conflicts as needed.
- Abide by all fire codes by doing event walkthroughs before, after, and during events.
- Disseminate information about Campus Recreation programs and reservations, including hours, policies, proper equipment usage, and safety if needed.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

## QUALIFICATIONS

- Previous event experience is preferred, but not required.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Demonstrated interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure, and working in a team atmosphere.
- Must be able to work independently without direct supervision on a day to day basis.
- Employment may be dependent on passing a background check.