

SFSU CAMPUS RECREATION

NOW HIRING

Student Manager for Group X

**APPLICATION DEADLINE:
OPEN UNTIL FILLED**

To Apply: Complete the Qualtrics Application form below. 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/form/SV_3n47J3OAeH4XELX



STUDENT MANAGER FOR GROUP X

8-11 HOURS/WEEK

PURPOSE

The main responsibility of the Student Manager for Group X is to help oversee the staffing and operations of the Campus Recreation Group X Program under the supervision of a full-time staff professional. Knowledge about group exercise is essential to this position. This person also helps provide overall development and promotion of the program, and contributes to the overall goals of the Campus Recreation Department.

DUTIES AND RESPONSIBILITIES

- Educate participants and staff on safe participation in Group X classes, and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Group X Instructor Staff.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff trainings with Group X Staff.
- Train Group X Staff on all current responsibilities and expectations specific to our department/campus.
- Maintain inventory and tidiness of the equipment used in Group X Classes and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about the Group X Program including hours, usage, special events, and safety.
- Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of Group X facilities or equipment (eg, MWC Operations, Wellness, Fitness Operations, Reservations, Sport Clubs, Kinesiology, Athletics).
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Attend weekly Management Team Meetings, as well as Student Manager Leadership Retreats, and other trainings and meetings as necessary.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Knowledge and previous participation in group exercise classes, either with Campus Recreation or other programs; basic knowledge of the benefits of exercise.
- Strongly Preferred, but not required: Previous group exercise instructor experience; current Instructor Certification (any modality).
- 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.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.