



SAN FRANCISCO STATE UNIVERSITY  
CAMPUS RECREATION

# JOIN OUR TEAM!

APPLICATION DEADLINES:  
OPEN UNTIL FILLED

**To Apply:** Complete the Qualtrics Application form below. Additionally, we will ask for your resume, optional cover letter and fill out a Staff Availability Sheet as part of your application.

**Qualtrics - Common Application: THIS IS WHERE IT IS INDICATED WHETHER POSITION IS OPEN OR CLOSED**  
[https://sfsu.co1.qualtrics.com/jfe/form/SV\\_3n47J3OAeH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3n47J3OAeH4XELX)

For more information about Campus Recreation visit: <http://campusrec.sfsu.edu>

People with disabilities are welcome to apply. Please email [recsfsu@sfsu.edu](mailto:recsfsu@sfsu.edu) if you need additional accommodations to apply for these positions.

**Job Requirements for all positions:**

- 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.
- Employment may be dependent on passing a background check.

# STUDENT STAFF JOB POSITIONS

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# OPERATIONS

\$17.50/hour

# Building Supervisor Job Announcement

COORDINATOR CONTACT: Camree May, [camreemay@sfsu.edu](mailto:camreemay@sfsu.edu)

## Purpose

The main responsibility of the Building Supervisor is to provide on-site supervision of all Campus Recreation activities during scheduled shifts throughout the week. Oversight and knowledge of all activities and staffing during Campus Recreation program times is essential to this position. Provide on-site supervision and staffing oversight for Campus Recreation under the supervision of the Student Managers for MWC Operations and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting the facility regularly, in coordination with Front Desk and Fitness Floor Staff. Responsible for leading by example and ensuring staff are on task.
- Open and close Mashouf Wellness Center and take necessary steps to ensure the building is locked and secure when not in operation; Ensure all facility doors are unlocked and locked when needed and provide equipment for program areas when requested by fellow staff members.
- Lead Mashouf Wellness Center tours as requested.
- Provide on-site supervision of spaces throughout the building, doing frequent building rounds; take headcounts and help keep areas clean, orderly, and clear of hazards.
- As lead employee, provide on-site supervision building staff, and help facilitate shift changes as needed.
- Assist Campus Rec Staff and participants and help de-escalate conflicts as needed.
- Educate participants and staff on safe participation during Campus Recreation activities and enforce program policies and procedures.
- Assist with any injury or incidents while on duty, submit injury reports and report them to a full-time staff member.
- Respond to emergency situations as needed.
- Submit Closing Reports at the end of each shift detailing the day/night's activities and any pertinent information to be followed up on by student managers and/or full-time staff.
- Attend staff meetings and staff trainings.
- Assist with event setup and breakdown as needed.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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 facility oversight or management 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.

\$16.50/hour

# Front Desk Staff Job Announcement

COORDINATOR CONTACT: Ryan Samuels, [rsamuels1@sfsu.edu](mailto:rsamuels1@sfsu.edu)

## Purpose

Under the supervision of the Memberships and Outreach Coordinator, and the Front Desk Student Manager's the main responsibility of the Front Desk Staff is to provide excellent customer service for anyone who walks into our facility. They must maintain a professional attitude and appearance when selling memberships, guest passes, helping members through the turnstiles, and in tough situations where a member has a suggestion. Knowledge of Campus Recreation philosophy and all facility programming is essential to be successful in this position. Front Desk Staff must demonstrate good communication, interpersonal skills, and capability of enforcing and educating Mashouf Wellness Center policies and follow the procedures that are listed below.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting the facility regularly, in coordination with Building supervisors and Fitness Floor Staff.
- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Help facilitate the sales of membership for example and not limited, Students non-assessed, Faculty and Staff, Alumni, Alumni investors, Sponsored Adult, etc.
- Assist members in registration process for all program areas within the Mashouf Wellness Center. i.e., Intramurals, CPR/First aid/AED classes, Group Fitness, etc.
- Responsible for keeping attention on turnstiles, making sure that everyone who should be in our facility has the right credentials to enter.
- Continue to learn about our software, for example: Fusion, Cash Net, Connect2, When-To-Work, etc.
- Using Fusion to check out equipment i.e., Towels, locks, basketball, and other forms of equipment. When members check in equipment, making sure that items are not broken, unusable, and are using fusion software to check items back in.
- Answering questions via phone or in person with top notch customer service and prudent timing.
- Educate participants and staff on safe participation during Campus Recreation activities and enforce program policies and procedures.
- Assist with any injury or incidents while on duty, submit injury reports according to protocol. Attend all staff meetings and trainings.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repaired/replaced
- Assist the team in our Lost and Found Procedures in moving items from bins into the back at the end of the week. Check for Procedures below for more details.

### Qualifications

1. Previous Customer service, and point of sale experience is preferred, but not required.
2. First Aid, CPR, & AED Certified, or willing to obtain within 30 days of being hired.
3. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
4. Must be able to stand for long periods of time
5. Must be able to handle and lift 25lbs
6. Must be able to work independently without direct supervision on a day-to-day basis.
7. Employment may be dependent on passing a background check.



# **CLIMBING WALL, OUTDOORS & LEADERSHIP**

\$17/hour

# Climbing Wall Staff Job Announcement

COORDINATOR CONTACT: Jay Harcum, [harcum@sfsu.edu](mailto:harcum@sfsu.edu)

## Purpose

The main responsibility of the Climbing Wall Staff is to provide oversight of the activities taking place at the climbing wall during open hours, ensuring a safe experience for program participants. This position works under the supervision of the Climbing Wall Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Keep the climbing wall area clean and sanitized and ensure that patrons at the wall are following all covid safety guidelines.
- Educate participants and staff on safe use of the Climbing Wall Area and enforce program policies and procedures.
- Disseminate information about the Climbing Wall program, including hours, events, lessons, usage, and safety.
- Assist with any injury or incidents while on duty, reporting all injuries to a Building Supervisor and/or a fulltime staff member.
- Assist in creating and setting of new routes designed for both beginners and experienced climbers.
- Remain focused despite distractions, possess the ability to evaluate situations, and make quick decisions resulting in solution-based actions.
- Attend staff meetings and staff trainings.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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.
- Confidently and safely teach climbing courses like bouldering 101, how to top rope, and how to lead climb.

## Qualifications

- Strongly preferred: Bouldering and top rope assessed at the Mashouf Wellness Center Climbing Wall; Climbing
- Gym work experience; Climbing Wall Instructor Certification; lead climbing and multi-pitch experience.
- 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.
- 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.

\*\*\* Applicants without a current certification will be considered based on the contingency of completing a certification class through Campus Recreation.

# Outdoor Resource Center Staff Job Announcement

COORDINATOR CONTACT: Jay Harcum, [harcum@sfsu.edu](mailto:harcum@sfsu.edu)

## Purpose

The main responsibility of the Outdoor Resource Center Staff is to provide on-site supervision of the Outdoor Resource Center during open hours of operation. Experience and knowledge of outdoor recreation and equipment is essential to this position. This position works under the supervision of the Outdoor Resource Center Student Manager(s) and a full-time staff professional.

## Duties and Responsibilities

- Maintain, sanitizing equipment, and repair outdoor equipment as needed
- Display exceptional customer service skills in a dynamic environment
- Disseminate information about the Outdoor Resource Center, including hours, events, trip planning, safety tips, equipment checkout, usage, and return policies and Possibility Day trips / kayaking trips.
- Educate participants on use of the Outdoor Resource Center Area and enforce program policies and procedures.
- Ensure all facility doors are unlocked and locked appropriately and equipment is securely stored and well maintained.
- Help educate participants on safely recreating outdoors and assist them with trip planning and identifying supply needs.
- Attend staff meetings and staff trainings.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Increasing amount of hour as the gym opens however students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and safety
- Knowledge including safe use of outdoor equipment and outdoor techniques.
- Strongly preferred:
- Outdoor trip guiding experience; outdoor instructor experience/ certification (any discipline).
- Knowledge of outdoor recreation opportunities in northern California.
- 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 In-person as well as online professionalism.
- Employment may be dependent on passing a background check.

\*\*\* Applicants without a current certification will be considered based on the contingency of completing a certification class through Campus Recreation.

# Outdoor Trips Leader Job Announcement

COORDINATOR CONTACT: Jay Harcum, [harcum@sfsu.edu](mailto:harcum@sfsu.edu)

## Purpose

The Outdoor Trip Leader is responsible for pre/ post-trip logistics, equipment and trip preparation, leading trips and administrative functions. Experience in the outdoors and with related equipment is fundamental to this position. Trip leaders are responsible for creating an environment that helps develop personal goals, a sense of community, and an appreciation for the environment. Employment is dependent on passing a background check.

## Duties and Responsibilities

- Work with student managers to plan, prepare, and execute trips
- Lead and guide day, weekend and extended trips
- Teach/instruct participants on trips about safety and outdoor ethics
- Role model the MWC mission and values
- Actively participate in and regularly attend staff trainings and staff meetings
- Be prepared to debrief at the end of each trip with participants
- Contribute to the wellness center and ORC
- Facilitate the development of life skills, organizational skills, self-esteem, problem-solving strategies, communication techniques, and social skills
- Communicate effectively with appropriate staff about trips
- Seek feedback for improvement of the program from trip participants and other trip leader(s)
- Assist in promoting and advertising all Outdoor Recreation and Campus Recreation events
- Follows all program policies, safety policies, and emergency procedures as outlined in the manual
- Respond to emergencies and injuries and provide care as required until the arrival of emergency medical services; maintain current knowledge of outdoor standard operating procedures and emergency medical response
- Provide a friendly, upbeat and customer service-oriented environment at all times
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and knowledge of outdoor equipment and outdoor skills.
- First Aid, CPR, AED Certified, Lifeguard Certified, or willing to obtain within 1 months of being hired.
- SERVSAFE Food Handler California Cert or willing to obtain within 1 months of being hired.
- Driver's License with clean driving record
- Strongly preferred:
  - a. Outdoor trip leading experience
  - b. Discipline Specific Certifications (any modality)
  - c. Current Wilderness First Aid or First Responder Certification
  - d. Knowledge of outdoor ethics and safety
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- 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.

\*\*\* Applicants without a current certification will be considered based on the contingency of completing a certification class through Campus Recreation.

# Gator Wilderness Experience Student Manager Job Announcement

COORDINATOR CONTACT: Jay Harcum, [harcum@sfsu.edu](mailto:harcum@sfsu.edu)

## About Gator Wilderness Experience

Formally known as Wild-O, the Gator Wilderness Experience is a planned 7-day, 6-night wilderness-based program designed to provide new, incoming first year and transfer students with a warm outdoor welcome into the SFSU Gator Family.

Gator Wilderness Experience offers students a chance to explore the outdoor classroom and find a sense of belonging, promote friendships, leadership, sense of community, and provide more social support in easing their transition into university life prior to stepping foot inside the classroom.

The program is scheduled to return in August 2023, with participant registration starting this coming Spring 2023. We need a stellar Student Manager to start ASAP to help get this program up and running again.

## Purpose

The main responsibility of the Student Manager for the Gator Wilderness Experience is to help oversee the operations and serve as the liaison between departmental collaboration, as well as overall management of the program. Experience with logistics, attention to detail and communication are essential to this position. Experience with outdoor skills is a bonus. This person also helps provide overall development and promotion of the program and contributes to the overall goals and values of the Campus Recreation Department. This person will work closely with the Gator Outdoor Adventure Trips Program Student Managers in sharing program staff and consistent Outdoor Programs Risk Management.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Week-long Gator Wilderness Experience (Must be able to join full-time staff in backcountry during program).
- Meet regularly with full-time staff to provide updates and review operations of the program.
- Assist in the hiring, training, supervision, and leadership mentoring of qualified and quality program instructors.
- Assists in developing a comprehensive training program for program instructors prior to the Gator Wilderness Experience.
- Assist in training Outdoor Instructor Staff on all current responsibilities and expectations specific to the Gator Wilderness Experience.
- Market and perform outreach to share information about the Gator Wilderness Experience to Admitted Students, Accepted Students, Families and Faculty and Staff.
- Work with all necessary campus partners on marketing, logistics, and collaboration opportunities, etc. Campus partners may include, but is not limited to the following SF State/other entities: Parking, OneCard, Finance, HR, Student Housing, Admissions, Admitted Students, Risk Management, RPT, Sierra Nevada Field Campus, CRD Marketing, US Forest Service, etc.
- Oversee participant registration for the program (must be available to work over Summer Break).
- Scout and route plan for small participant groups for backpacking and other outdoor expeditionary travel.

- Create and oversee an assessment program to capture the benefits and potential retention rates of participants in the program.
- Work closely with the Gator Outdoor Adventure Trips Student Managers and provide support with the Trips program where needed, to include leading of outdoor trips.
- Maintain paperwork and permits relevant to the Gator Wilderness Experience.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and course areas related to the Gator Wilderness Experience.
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a high quality and low risk environment for all participants.
- Maintain standardized risk management best practices and emergency procedures based on industry best practice.
- Provide a professional, welcoming, and inclusive environment for staff and participants and families.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic Semester.
- Other duties assigned that support Campus Recreation and the Gator Wilderness Experience.

#### Qualifications

- Previous leadership, coordination or management experience is required.
- Outstanding Communication skills to include confidence in speaking to groups in person, using email and phone.
- Attention to detail and project management.
- Previous teaching experience.
- Strongly preferred:
  1. Outdoor trip leading experience
  2. Discipline Specific Certifications (any modality)
  3. Current Wilderness First Aid or First Responder Certification
  4. Knowledge of outdoor recreation areas in northern California
  5. Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and knowledge of outdoor equipment and outdoor skills.
- First Aid, CPR, & AED Certified, or willing to obtain within 1 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment may be dependent on passing a background check.
- 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.

# **FITNESS & WELLNESS**

# Fitness Floor Staff Job Announcement

COORDINATOR CONTACT: Fitness Floor [fitness@mail.sfsu.edu](mailto:fitness@mail.sfsu.edu)

## Purpose

The main responsibility of the Fitness floor Staff is upkeep for the safe and smooth operation of the Fitness activities and program areas, including strength, cardio, and functional training spaces. Knowledge about the benefits of exercise, and strong adherence to COVID-19 safe guidelines is essential. This person also helps provide overall development and promotion of programs happening at the Mashouf Wellness Center and contributes to the overall goals of the Campus Recreation Department. The Fitness Floor Staff report to the Fitness Operations Student Managers and are overseen by the Fitness and Wellness Coordinator.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols.
- Must be comfortable addressing health and safety concerns.
- Must be comfortable enforcing health and safety protocols amongst staff and participants.
- Must be comfortable asking members to adhere to COVID-19 health and safety protocols including but not limited to wearing a mask, physical distancing, and upkeep of the facility.
- Responsible for cleaning and disinfecting the facility regularly.
- Responsible for making sure all equipment in the facility is accounted for.
- Responsible for the organization of all fitness floor equipment including re-racking weights and putting equipment in designated spaces.
- Responsible for taking regular headcounts of all open fitness areas.
- Will complete daily shift reports.
- Have knowledge and be able to carry out accident and incident reports.
- Provide support, problem-solving, and feedback regarding staffing, facility, equipment, and participant related issues.
- Serve as first responders to emergency situations such as serious injury, medical emergency, or building evacuation.
- Attend a multi-day training at the beginning of each semester.
- Attend biweekly staff meetings with the Student Managers for MWC Operations and/or Full-time Staff Coordinator.

## 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.

Casual worker/non-student - \$45/hour



# Group Exercise Certified Instructor Job Announcement

COORDINATOR CONTACT: Group Fitness, [groupx@mail.sfsu.edu](mailto:groupx@mail.sfsu.edu)

## Purpose

The main responsibility of the Group X instructors at the MWC is the leading positive group exercise classes of varying levels of abilities, fitness, and experience. This includes teaching good technique and making gentle corrections in class. Knowledge about the benefits of exercise, and strong adherence to COVID-19 safe guidelines is essential. In addition, instructors help provide overall development and promotion of programs happening at the Mashouf Wellness Center and contributes to the overall goals of the Campus Recreation Department. The Group Exercise Staff reports to the Group Exercise Student Managers and are overseen by the Fitness and Wellness Coordinator.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols.
- Must be comfortable addressing health and safety concerns.
- Must be comfortable enforcing health and safety protocols amongst staff and participants.
- Must be comfortable asking members to adhere to COVID-19 health and safety protocols including but not limited to wearing a mask, physical distancing, and upkeep of the facility.
- Responsible for cleaning and disinfecting areas utilized for group exercise.
- Responsible for making sure equipment for group exercise use is organized and accounted for.
- Recording headcounts of all members participating in group fitness each class.
- Complete daily shift reports.
- Develop an instructor-student relationship
- Provide support, and feedback regarding staffing, facility, equipment, and participant related issues.
- Empower and motivate participants to return and become a part of the class community
- Serve as first responders to emergency situations such as serious injury, medical emergency, or building evacuation.
- Attend a multi-day training at the beginning of each semester.
- Attend monthly/semester staff meetings.

## Qualifications

- Current ACSM, ACE, or any other reputable fitness instructor certification is required. Specialty certifications are required to teach certain classes (e.g., Zumba, TRX, yoga, indoor cycling, etc.).
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- 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.
- Employment for this position may be dependent on passing a background check

\$19.50/hour

# Personal Trainer

## Job Announcement

COORDINATOR CONTACT: Personal Training [MWCPPT@sfsu.edu](mailto:MWCPPT@sfsu.edu)

### Purpose

The main responsibility of the Personal Trainer is to provide individualized or small group fitness training to clients. Knowledge of how to work with people and develop plans to help those persons achieve their fitness goals is essential to this position. Number of hours dependent upon the number of clients who have signed up for appointments. Personal Trainers provide personal training sessions on behalf of Campus Recreation under the supervision of the Student Manager for Personal Training and the Coordinator of Fitness and Wellness. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

### Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting the facility regularly, in coordination with Building supervisors and Fitness Floor Staff.
- Work with clients to find out what their fitness goals are and develop a fitness program to help them achieve those goals.
- Develop a trainer-client relationship that will help empower and motivate a participant to move through their exercise plan.
- Teach participants how to use proper and good technique and exercises that they can perform on their own.
- Track the client's progress in exercise execution weekly or as needed.
- Educate participants and staff on safe participation during Campus Recreation activities and enforce program policies and procedures.
- May have the opportunity to teach Group X classes based on sound training techniques.
- Attend staff meetings and staff trainings.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain up to date knowledge about the latest fitness trends.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

### Qualifications

- Current ACSM, ACE, or any other reputable personal training certification is strongly preferred or must have the ability to obtain one within 60 days of hire.
- Previous personal training experience is strongly 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. (non-students may apply through the Casual Worker process)
- 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.

\$16.50/hour

# Virtual Reality Staff Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Virtual Reality (VR) Staff is to provide on-site supervision and facilitation of Virtual Reality Fitness Classes. Training and knowledge of how-to setup/takedown, use, and play the VR computers, equipment and games is essential to this position (training provided). Provide supervision of the VR Fitness Classes under the supervision of the Wellness Student Managers and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols.
- Must be comfortable addressing health and safety concerns.
- Must be comfortable enforcing health and safety protocols amongst staff and participants.
- Lead positive energy VR fitness classes in the Small Group Coaching program for participants of varying levels of abilities, fitness, and experience.
- Describe and provide participants with basic rules and instructions on navigating in-game menus.
- Develop an instructor-student relationship that will help empower and motivate a participant to work hard, want to return, and become a part of the class community.
- Educate participants and staff on safe participation during Campus Recreation activities and enforce program policies and procedures.
- Assist with any injury or incidents while on duty, submit injury reports and report them according to protocol.
- Ensure all facility doors are unlocked and locked when needed and set-up supplies and equipment prior to classes starting, as necessary.
- Attend staff meetings and staff trainings.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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

- Must have passion for VR games and fitness and willingness to share it to create a positive environment.
- 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.
- Demonstrate interpersonal skills including strong communication skills, customer service skills, ability to enforce policy, and perform under pressure, and work 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.

Casual worker/non-student - \$45/hour  
Student Staff - \$19.50/hour

# Massage Therapist Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Massage Therapists at the MWC is the administering safe and effective massage therapy sessions of varying modalities. This includes teaching good technique and advising students through recovery. Massage Therapy at the MWC are responsible for catering student athletes and providing stress relief and pain management to the student body and faculty. Adherence to COVID-19 safe guidelines is essential. In addition, Massage Therapists help provide overall development and promotion of programs happening at the Mashouf Wellness Center and contributes to the overall goals of the Campus Recreation Department. Massage Therapists report to the Student Manager of Massage Therapy and are overseen by the Fitness and Wellness Coordinator.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols.
- Must be comfortable addressing health and safety concerns.
- Must be comfortable enforcing health and safety protocols amongst staff and participants.
- Must be comfortable asking members to adhere to COVID-19 health and safety protocols including but not limited to wearing a mask, physical distancing, and upkeep of the facility.
- Responsible for providing individual sessions of massage to clients, outreach and marketing, and working special events as assigned.
- Work with clients to find out what their massage goals are and perform massages moving towards these goals.
- Set up supplies and equipment prior to appointments starting and make sure to report when they are running low.
- Ensure massage therapy facilities are unlocked/locked and provide a professional and inclusive environment to all staff and participants.
- Be able to provide information regarding Campus Recreation programs involving hours, rules, proper use of equipment, and safety.
- Cleaning and disinfecting areas utilized for massage therapy.
- Complete daily shift reports.
- Provide support, and feedback regarding staffing, facility, equipment, and participant related issues.
- Empower and motivate participants to return and become a part of the community.
- Attend a multi-day training at the beginning of each semester.
- Attend monthly/semester staff meetings.

## Qualifications

- Liability insurance
- Proficient knowledge of 2+ massage modalities (preferred)
- Excellent communication skills, both verbal and written
- Great interpersonal and collaboration skills
- A passion and ability to provide exceptional massage to a diverse client-base
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- 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.
- Employment for this position may be dependent on passing a background check.



# SPORTS

# Intramural Referee Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of an Intramural Referee is to maintain equity and fairness of intramural games during the week. Provide oversight of participants during games, enforcing the rules, and program policies and procedures under the supervision of the Intramural Student Manager(s), Intramural Supervisors and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support and other related duties.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting the facility regularly, in coordination with Front Desk and Fitness Floor Staff. Responsible for leading by example and ensuring staff are on task.
- Officiate intramural games according to the schedule, ensuring that all game elements run smoothly, make rule calls, settle disputes, and help to de-escalate conflicts.
- Assist with player and team check-in prior to the start of the game.
- Educate participants on game rules and safe participation during intramural games, enforcing all program policies and procedures.
- Keep track of score, time, and fouls or penalties during games. Assist with any injury or incidents while on duty.
- Attend staff meetings and staff trainings with intramural staff.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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
- Position is primary afternoon/evening and sometime weekends shifts

## Qualifications

- Previous referee, coaching, or scorekeeper experience.
- 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.



# Intramural Supervisor

## Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

### Purpose

The main responsibility of the Intramural Supervisor is to provide on-site supervision of intramural games during the week. Provide supervision and staffing oversight of the intramural leagues for Campus Recreation programming under the supervision of the Intramural Student Manager(s) and a full-time staff professional.

### Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting the facility regularly, in coordination with Front Desk and Fitness Floor Staff. Responsible for leading by example and ensuring staff are on task.
- Officiate intramural games according to the schedule, ensuring that all game elements run smoothly, make rule calls, settle disputes, and help to de-escalate conflicts.
- Assist with player and team check-in prior to the start of the game.
- Educate participants on game rules and safe participation during intramural games, enforcing all program policies and procedures.
- Keep track of score, time, and fouls or penalties during games. Assist with any injury or incidents while on duty.
- Attend staff meetings and staff trainings with intramural staff.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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
- Position is primary evening and sometime weekends.

### Qualifications

- Previous referee, coaching, or scorekeeper experience.
- 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.

# AQUATICS

# Lifeguard

## Job Announcement

COORDINATOR CONTACT: Ben Forchini, [forchini@sfsu.edu](mailto:forchini@sfsu.edu)

### Purpose

The main responsibility of the Lifeguard is to monitor and maintain a safe environment for participants & to prevent and respond to emergencies. Additional responsibilities under Campus Recreation include Assisting in Campus Recreation programming at the SF State Pool. Representing the Campus Recreation Department by providing customer service, programmatic support, and other related duties. All lifeguards within the Campus Recreation Department work under the supervision of the Aquatics Student Manager(s), who report to Campus Recreation full-time staff.

### Duties and Responsibilities

- Responsible for supervising patrons by preventing and responding to emergencies in a calm and professional manner.
- Educate participants on safe use of the Pool Area(s) and enforcement of all policies and procedures.
- Provide patrons information about the Aquatics program, including hours, programming, usage, and safety.
- Be able to administer First Aid and/or CPR correctly if/when needed.
- Be able to remain focused despite distractions, possess the ability to evaluate situations, and then make quick decisions resulting in solution-based actions.
- Be able to maintain an open flow of communication with Aquatics management and other building staff.
- Provide a professional, welcoming, and inclusive environment for all staff and participants.
- Must be able to work independently without direct supervision on a day-to-day basis.

### Qualifications

- Current Lifeguard Certification (MUST INCLUDE professional-level CPR, First Aid, and AED)
- Strongly Preferred: American Red Cross Lifeguarding Certification (other certifications will be considered) Lifeguard Instructor Certification, or Water Safety Instruction Certification
- Must be able to pass an in-water interview. In water interviews consist of:
- 300-Yard Swim Test
- Modified Brick Drill
- Basic Rescue Technique Demonstrations
- Demonstrate 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 a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Students are eligible to work a maximum of 20 hours per week while classes are in session.
- Employment may be dependent on passing a background check.

\*\*\* Applicants without a current certification will be considered based on the contingency of completing a certification class through Campus Recreation.

# MARKETING

# Brand Ambassador Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

## Purpose

The main responsibility of the Brand Ambassador position is to be the face of the Mashouf Wellness Center during events and around the facility. Knowledge of Campus Recreation is essential to this position to be able to educate attendees. Provide brand ambassador position for Campus Recreation under the supervision of the Student Managers for Marketing and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting any shared marketing equipment regularly when in use
- Table at the Mashouf Wellness Center to promote current events.
- Table around campus and sometimes off campus to promote events for Campus Recreation and the Mashouf Wellness Center.
- Help different program areas in Campus Recreation to inform attendees of their offers.
- Help the marketing team with organizational tasks.
- Help the Special Events team with events such as Dive-In movies, Costume Dodgeball, and 5k Walk, Run, and Roll.
- Attend wellness workshops such as Game Night to interact with students and facilitate games.
- Educate participants and staff on safe participation during Campus Recreation activities and enforce program policies and procedures.
- Assist with any injury or incidents while on duty, submit injury reports according to protocol.
- Attend staff meetings and staff trainings.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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 customer service experience preferred, but not required.
- Comfortable with talking to groups of people and a diverse audience.
- Experience with public speaking.
- 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.

# Graphic Design Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

## Purpose

The main responsibility of the Graphic Designer is to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by creating and publishing marketing and promotional materials. Knowledge of all programs and services offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting any shared marketing equipment regularly when in use
- Actively promote activities and events through visual and print graphics, encouraging dialogue, eliciting feedback, and a sense of excitement on behalf of Campus Recreation & the Mashouf Wellness Center.
- Design visual and print graphics to be printed, shared on social media platforms, digital screens, and website.
- Ensure all flyers and publicity materials are up to date and accurate.
- Attend staff meetings and staff trainings.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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

- Knowledge and experience using graphic design programs such as Adobe Creative Suite, Publisher, InDesign, Illustrator, Photoshop, etc.
- Preferred experience developing visual print media in a work setting or other organization.
- Strong written and verbal communication skills.
- 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.

# Web Master

## Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

### Purpose

The main responsibility of the Web & Digital Content Specialist s to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by keeping our websites up to date with current information. Knowledge of all programs and services offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

### Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting any shared marketing equipment regularly when in use
- Keep Campus Recreation and Mashouf Wellness Center websites, media screens & other various digital content up to date with current and future programs and services.
- Communicate effectively with all Campus Rec program areas and other partners to meet all our website needs.
- Keep current with university best practices and expectations regarding website design and accessibility requirements.
- Attend staff meetings and staff trainings.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.

### Qualifications

- Previous experience creating and designing a website with multiple pages and layouts.
- Experience writing HTML code.
- Knowledge and experience using Drupal and Dreamweaver programming platforms to create and update websites.
- Graphic design experience preferred.
- 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.

# Photographer

## Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

### Purpose

The main responsibility of the Videographer & photographer is to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by documenting events and activities through video and photography. Knowledge of all programs and services offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

### Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting any shared marketing equipment regularly when in use
- Work with program areas to identify their photo and video needs and attend programs and events regularly.
- Regularly send updated photos and videos they have taken to marketing team and program areas.
- Establish an archive of stock photos and video that can be used on a variety of marketing and publicity materials throughout the department.
- Attend staff meetings and staff trainings.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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

- Knowledge and experience with photo and video editing programs.
- Preferred experience in photography and videography in a work setting or other organization.
- 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



# Videographer

## Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

### Purpose

The main responsibility of the Web & Digital Content Specialist s to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by keeping our websites up to date with current information. Knowledge of all programs and services offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

### Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting any shared marketing equipment regularly when in use
- Keep Campus Recreation and Mashouf Wellness Center websites, media screens & other various digital content up to date with current and future programs and services.
- Communicate effectively with all Campus Rec program areas and other partners to meet all our website needs.
- Keep current with university best practices and expectations regarding website design and accessibility requirements.
- Attend staff meetings and staff trainings.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.

### Qualifications

- Previous experience creating and designing a website with multiple pages and layouts.
- Experience writing HTML code.
- Knowledge and experience using Drupal and Dreamweaver programming platforms to create and update websites.
- Graphic design experience preferred.
- 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.

# Social Media Specialist Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

## Purpose

The main responsibility of the Social Media Specialist is to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by upholding an active social media presence. Knowledge of all activities offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting any shared marketing equipment regularly when in use
- Actively promote activities and events through multiple social media accounts, encouraging dialogue, eliciting feedback, and a sense of excitement on behalf of Campus Recreation & the Mashouf Wellness Center.
- Share pictures, videos, and stories, on various social media platforms.
- Work with program areas to identify their social media needs and attend programs and events as needed.
- Answer questions from participants or program and facility users received via social media.
- Connect with other campus departments, units, and student organization social media accounts.
- Provide statistical data as to how many people are being reached via our social media presence.
- Attend staff meetings and staff trainings.
- 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

- Knowledge and experience using social media-based platforms such as Facebook, Twitter, Instagram, Snapchat, etc.
- Knowledge of creative strategies using social media to increase hype, create a buzz, visibility, and awareness.
- Preferred experience using online marketing techniques developing a social media presence in a work setting or other organization.
- 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.
- Demonstrates 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.

# OFFICE & HR

# Office & Human Resources Assistant Job Announcement

COORDINATOR CONTACT: Chanda Jensen, [cjensen@sfsu.edu](mailto:cjensen@sfsu.edu)

## Purpose

The main responsibility of the Office Reception and HR Assistant is to provide reception services for the Campus Recreation offices and assist with clerical tasks, including human resource (HR) activities during scheduled shifts throughout the week. General knowledge of all Campus Recreation programming is essential to this position. This position is under the supervision of the Office Coordinator, a full-time staff professional. The Office Reception & HR Assistant also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Disperse information and respond to questions from in-person, phone, and email inquiries, with attention to customer service.
- Become knowledgeable and educate participants and staff on enjoyable and safe participation during Campus Recreation activities and enforce program policies and procedures.
- Assist the Office Coordinator with human resources activities such as basic on-board training and orientation for new employees and contacting staff regarding important employee and payroll issues.
- Provide clerical support such as organizing files, typing notes, and drafting documents.
- Provide other support and assistance to management team staff as needed including one-time tasks or on-going projects.
- Attend staff meetings and staff trainings.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- 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 office reception experience 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.

# SF STATE KIDS CAMP

# Camp Counselor Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of a camp counselor is to ensure the safe and enjoyable participation of campers in all activities. Counselors should act as positive role models and be enthusiastic and supportive of the campers, each other, and the administrative staff. Counselors are expected to maintain open lines of communication with administration and work in a cooperative manner with other group counselors.

## Duties and Responsibilities

- Must always follow regulations and safety expectations
- Be a positive role model
- Make a genuine commitment to the campers
- General supervision of multiple campers while facilitating programming
- Will be welcoming to parents
- Be open to feedback
- Create programming for camp based on personal interest in specialty area
- Learn the names of each camper
- Maintain a positive attitude and effort throughout camp
- Establish a warm, safe, comfortable, and caring atmosphere
- Document inappropriate behavior by campers
- Be on time and ready to work for scheduled shifts
- Follow the schedule as it is written
- Attend to injuries and illnesses
- Assisting instructors with campers during activities
- Implement recreational activities for campers
- Be aware of individual needs and interests of campers
- Use sound judgement and common sense in dealing with varying conditions and situations
- Greeting and supervising campers during drop-off and pick-up
- Detect and report possible signs of child abuse
- Document behavior with a connect2 report and with camp managers or Coordinator
- Complete all other duties required to complete the mission of San Francisco State Kids Camp

## Qualifications

- Subscribe to high moral and ethical principles
- Must be a current SF State student continuing classes in the Fall 2018
- Cannot be enrolled in Summer 2018 classes
- Pass State mandated Background Check
- Ability to obtain certifications in CPR, First Aid, Blood Borne Pathogens, and the use of an Automated External Defibrillator
- Commitment to student development and leadership
- Prior experience working with campers preferred
- Maintains constant surveillance of the pool/body of water areas
- Ability to participate in activities with campers

# **MWC ADVISORY COUNCIL**

# MWC Advisory Council Job Announcement

CONTACT: Director of Campus Recreation

**To Apply:** Please submit your letter of interest (no more than one page) and resume by email to [recsfsu@sfsu.edu](mailto:recsfsu@sfsu.edu) with subject line “MWCAC Application”, before the deadline. In your letter of interest, please make sure to tell us the following:

1. Why you are interested in the MWC Advisor Council position?
2. Why you think YOU would be good at representing the students of SF State in this position?
3. What you are hoping to gain from this experience?

## Purpose

The primary function of the Mashouf Wellness Center Advisory Council is to advise the Campus Recreation Department on the long-term operation of the Mashouf Wellness Center and on the programs housed under Campus Recreation.

## Duties and Responsibilities

- Annual budget for submission to and for consideration by the Student Fee Committee
- Expenditures from Reserve Funds
- Program development and expansion
- Program assessment
- Facility scheduling and operating hours
- Program and facility use eligibility and access
- Capital projects and improvements
- Major equipment purchases
- And serve as a sounding board for the department
- Maintain a professional and respectful manner while involved in Campus Rec activities
- Encourage sportsmanship, inclusiveness, and fair treatment
- Uphold a positive image while engaging in SF State Campus Rec activities and events
- If appointed, each member is expected to
  - a. Attend all monthly meetings unless 24 hours notices of absence are provided
  - b. Actively participate in all Advisory Council meetings

## Qualifications

- All student advisory council members shall meet the San Francisco State University minimum qualifications for Minor Representative Officers per the “Good Academic Standing” policies of the California State University (Coded Memorandum AA-2012-05). This includes maintaining a minimum 2.0 grade point average (GPA), be enrolled in at least 6 units (grad students - 3 units), stay in good standing, and must not be on academic, disciplinary or administrative probation.



- Must be able to attend the monthly Advisory Council meetings, in person or by videoconference, held on Fridays, 12-2 pm; also expected to serve on one MWCAC committee. The MWCAC commitment is 3-4 hours per month. Visit our MWCAC Bylaws for more information about the MWC Advisory Council.
- Current AS Board Members and students employed by the Campus Recreation Department are not eligible for the At-Large Student position on the MWC Advisory Council.

# **STUDENT MANAGER POSITIONS**

# Aquatics Operations Student Manager Job Announcement

COORDINATOR CONTACT: Ben Forchini, [forchini@sfsu.edu](mailto:forchini@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Aquatics is to help oversee the operations and management of the Aquatics Program Area for the Mashouf Wellness Center (MWC). This position operates under the supervision of a full-time staff professional. Experience and knowledge of water-based life-saving techniques are essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Educate participants and staff on safe use of the Pool Area(s) and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Aquatics Staff.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff training with Lifeguard Staff.
- Train Lifeguard Staff on all current responsibilities and expectations specific to our department/campus.
- Maintain inventory of the equipment at the Pool and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about the Aquatics program, including hours, swim lessons, usage, 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.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.
- Must have previous Lifeguard experience, current Lifeguard Certification.
- Strongly preferred: Lifeguard Instructor Certification or Water Safety Instruction Certification.
- 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.

- Employment may be dependent on passing a background check.
- 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.

# Assessment Student Manager Job Announcement

COORDINATOR CONTACT: Michael Wong, [mwong59@sfsu.edu](mailto:mwong59@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Assessment is to help oversee the operations and management of the Assessment Program Area for the Campus Recreation Department. Knowledge of the benefits of assessment for the purposes of evaluation and improvement of programs, services, and/or student learning is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Assessment Program Area.
- Help lead the department execute its assessment plan, administer surveys, hold focus groups, and otherwise helping to collect and analyze data, and report out results.
- Educate participants and staff on work associated with the Assessment Program Area and enforce program policies and procedures.
- Organize and conduct staff meetings and staff training with any staff who may be helping with assessment efforts.
- Maintain inventory of equipment and report when supplies are running low or when equipment needs repair or replacement.
- Assist in facilitating all communications regarding assessment activity details in a timely manner.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (e.g., working with MWC Operations, Memberships, Reservations, Sport Clubs, Risk Management, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.

- Demonstrated knowledge around evaluation and assessment techniques and the analyzing of data.
- Strongly preferred: prior experience leading focus groups and conducting surveys; analyzing data and reporting out results.
- 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.
- Employment may be dependent on passing a background check.
- 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.

# Climbing Wall Student Manager Job Announcement

COORDINATOR CONTACT: Ben Forchini, [forchini@sfsu.edu](mailto:forchini@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for the Climbing Wall is to help oversee the operations and management of the Climbing Wall Program Area in Mashouf Wellness Center. Experience and knowledge of indoor climbing is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Assist full-time staff in overseeing the day-to-day and long-term operations of the Climbing Wall Program Area with a co-manager.
- Educate participants and staff on safe use of the Climbing Wall Area.
- Hire, schedule, train, and supervise qualified and quality Climbing Wall Staff.
- Enforce program policies and procedures specific to the Climbing Wall, Outdoor Program, and Campus Recreation with Climbing Wall Staff.
- Maintain inventory of equipment and report when supplies are running low or when equipment needs repair or replacement.
- Collaborate with a co-manager, other department student managers, and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (e.g., working with MWC Operations, Reservations, Sport Clubs, Risk Management, and other MWC and campus departments, etc.).
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain and disseminate current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.

## Qualifications

- Previous leadership, coordination or management experience is preferred.
- Previous indoor climbing experience and knowledge of top-roping and bouldering type climbing.
- Strongly preferred: Bouldering, top-rope, and lead assessed at the Mashouf Wellness Center Climbing Wall; Climbing Gym work experience; Climbing Wall Instructor Certification; Lead climbing and multi-pitch experience.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- AMGA Climbing Wall Instructor Certified, or willing to obtain within 3 months working at the wall.
- 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.
- Employment may be dependent on passing a background check.



# Fitness Operations Student Manager Job Announcement

COORDINATOR CONTACT: Fitness Floor [fitness@mail.sfsu.edu](mailto:fitness@mail.sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Fitness Operations is to help oversee the operations and management of the fitness floors in the Mashouf Wellness Center. Experience and knowledge of using various types of fitness equipment (e.g., cardio, strength, free weights, etc.) is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Required to adhere to the most current COVID-19 health and safety protocols
- Must be comfortable addressing health and safety concerns
- Must be comfortable enforcing health and safety protocols amongst staff and participants
- Responsible for cleaning and disinfecting the facility regularly, in coordination with Building supervisors and Fitness Floor Staff.
- Educate participants and staff on safe use of all equipment on the fitness floors throughout the Mashouf Wellness Center and enforce policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Fitness Operations Staff.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff training with Fitness Operations Staff.
- Train Fitness Operations Staff on all current responsibilities and expectations specific to the fitness floors and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (e.g., working with MWC Operations, Personal Training, Group X, Risk Management, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area. Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination, or management experience is required.
- Basic knowledge of healthy exercise habits.
- Knowledge of proper usage of various types of fitness equipment (e.g., cardio, strength, free weights, etc.)
- Strongly preferred: Previous Gym or Health Club work experience; Previous experience instructing others on the safe usage of fitness equipment and lifting techniques.
- 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.
- Employment may be dependent on passing a background check.
- 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.

# Gator Outdoor Adventure Trips Student Manager Job Announcement

COORDINATOR CONTACT: Jay Harcum, [harcum@sfsu.edu](mailto:harcum@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for the Outdoor Trips Program is to help oversee the operations and management of the Outdoor Trips Program. Experience with outdoor recreation and outdoor skills are essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Outdoor Trips Program Area.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Trip Leaders.
- Review timesheets and provide payroll back-up information.
- Organize and conduct staff meetings and staff trainings with the Outdoor Trip Staff.
- Train Outdoor Trips Staff on all current responsibilities and expectations specific to Outdoor Trips and our department/campus.
- Maintain paperwork and permits relevant to the outdoor trips program.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to the Outdoor Trips Program Area.
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a high quality and low risk environment for all participants.
- Maintain standardized risk management best practices and emergency procedures based on industry best practice.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.
- Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and knowledge of outdoor equipment and outdoor skills.

- Previous teaching experience.
- Strongly preferred:
  - a. Outdoor trip leading experience
  - b. Discipline Specific Certifications (any modality)
  - c. Current Wilderness First Aid or First Responder Certification
  - d. Knowledge of outdoor recreation opportunities in northern California
- First Aid, CPR, & AED Certified, or willing to obtain within 1 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment may be dependent on passing a background check.
- 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.

# Group X Student Manager Job Announcement

COORDINATOR CONTACT: Group Fitness [groupx@mail.sfsu.edu](mailto:groupx@mail.sfsu.edu)

## 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 (e.g., 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.

# Intramural Sports Student Manager Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Intramural Sports is to help oversee the operations and management of the Intramural Sports program under the supervision of a full-time staff professional. Oversight and knowledge of all intramural leagues, related activities, and program policies is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Coordinate intramural leagues and weekly game schedules.
- Develop and enforce league rules for each sport and program policies, keeping participants informed of all requirements and deadlines.
- Responsible for collecting and maintaining all team entry forms, liability waivers, additional team paperwork, and game score sheets.
- Educate participants and staff on safe participation during intramural games and enforce program policies and procedures.
- Organize and conduct staff meetings and trainings with intramural supervisors, referees, and scorekeepers.
- Organize and conduct pre-league meetings with team captains to review rules and program policies.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Provide a safe and welcoming environment for all program participants and staff that emphasizes sportsmanship and fun over winning and competition.
- Disseminate information about other Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of SF State Facilities for Campus Rec programming (e.g., Sport Clubs, Fitness, Aquatics, Reservations, Kinesiology, Athletics).
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous supervisor, referee, or scorekeeper experience is preferred.
- Previous leadership, coordination or management experience is 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.
- Employment may be dependent on passing a background check.
- 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.



# Marketing Student Manager Job Announcement

COORDINATOR CONTACT: Marciana Flores, [mfloresa@sfsu.edu](mailto:mfloresa@sfsu.edu)

## Purpose

The main responsibility of the Student Manager of Marketing is to help oversee the operations and management of the Marketing Program Area for the Mashouf Wellness Center. Experience and knowledge of effective marketing techniques is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Marketing Program Area. The Marketing Team will offer print, digital screen, video, web-based marketing for the Mashouf Wellness Center.
- Educate participants and staff on use of the Marketing Program Area and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Marketing Staff.
- Review timesheets and provide payroll back-up information.
- Organize and conduct staff meetings and staff trainings with the Marketing Staff.
- Train Marketing Staff on all current responsibilities and expectations specific to the Marketing Program Area and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with all other MWC Program Areas and Staff and campus entities to maximize safe, efficient, and proper usage of materials related to your Program Area.
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.
- Previous marketing and/or publicity experience and knowledge of creative strategies to increase participation.
- Strongly preferred: Skills in producing print and digital screen media, video, and website design; experience building and executing a marketing plan.
- 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.
- Employment may be dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrates 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.

# Massage Student Manager Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Massage Therapy is to help oversee the operations and management of the Massage Therapy Program Area in the Mashouf Wellness Center. Knowledge of the benefits of massage therapy is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Massage Therapy Program Area.
- Educate participants and staff on safe use the massage therapy area at the Mashouf Wellness Center and enforce policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality certified Massage Therapy Staff.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff training with Massage Therapy Staff.
- Train Massage Therapy Staff on all current responsibilities and expectations specific to the massage therapy area and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and services related to your Program Area (e.g., working with MWC Operations, Personal Training, Risk Management, and other MWC and campus departments, etc.)
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.
- Certification in massage therapy is not required but must have knowledge of the benefits of massage therapy.

- Strongly preferred: Frequent recipient of massage therapy; certified as a Massage Therapist (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.
- Employment may be dependent on passing a background check.
- 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.

# Memberships and Outreach Student Manager Job Announcement

COORDINATOR CONTACT: Ryan Samuels, [rsamuels1@sfsu.edu](mailto:rsamuels1@sfsu.edu)

## Purpose

Under the supervision of the Memberships and Outreach Coordinator the main responsibility of SM of memberships and Outreach is to promote and help advance the program goals. They must maintain a professional attitude and appearance, willingness to change and adapt, lead and collaborate with a team, and assist in the professional development of self and others. Knowledge of Campus Recreation philosophy and all facility programming is essential to be successful in this position. Student managers must demonstrate the ability to converse in a professional manner and use experience and knowledge in making an educated decision for the advancement of our program.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the MWC Memberships Program Area. This may consist of recruitment and talking with potential members around amenities and benefits, as well as helping to facilitate efficient sign-ups for membership, and generally making sure members' needs are being addressed resulting in a positive membership service.
- Oversee the Front Desk Staff of the Mashouf Wellness Center by assist in training current and new staff with policies, procedures and software that have been implemented.
- Monthly payroll sheets, diligently reviewing shifts reported, and shifts assigned using a query that is provided by Coordinator.
- Educate participants and staff on use of Memberships Program Area and enforce the program policies and procedures.
- Maintain inventory of equipment and report when supplies are running low or when equipment needs repaired or replaced. Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (e.g., working with MWC Operations, Reservations, Marketing & Participant Engagement, Fitness Operations, Group X, Massage Therapy, Risk Management, and other MWC and campus departments, etc.)
- Seek Feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for program area.
- Provide a professional, welcoming, and inclusive environment for all staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Job duties and responsibilities for this position are subject to change, for an updated version please ask a full-time staff.

- Expectations:
  - Manage staff in a respectful and humbly way. This position has more responsibilities and higher expectations, but we are all one team.
  - To keep somewhat of a consistent schedule when scheduling SM hours. And communicate with direct supervisor when there are changes.
  - Show up to meetings with director supervisor on time and be ready to be productive and allow all to speak and present ideas.
  - Upholding the program area's policy and procedures. Leading by example.
  - Documenting front line staff when policies are being broken and communicating in a professional manner to change the behavior(s).
  - Will be required to take one (3hr+) shift lead or front desk shift a week to continue our goal in improving our program and development of our staff.
  - Keep a professional manner when working with Front line staff. Be professional and fair when dealing with all staff. And hold everyone to the same standard.

### Qualifications

1. Previous employment with Campus Recreation at the Mashouf Wellness Center is highly encouraged
2. Previous leadership, coordination, and management experience.
3. Demonstrated excellent verbal, written communications, and customer service skills.
4. Demonstrated knowledge of current policies and procedures of the Mashouf Wellness center.
5. Understanding of working with fusion and all its parts is highly encouraged.
6. First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
7. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
8. Employment may be dependent on passing a background check.
9. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
10. Demonstrated leadership skills including strong communication skills and working in a team atmosphere.
11. Must be able to work independently without direct supervision on day-to-day tasks.

# MWC Operations Student Manager Job Announcement

COORDINATOR CONTACT: Camree May, [camreemay@sfsu.edu](mailto:camreemay@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Mashouf Wellness Center (MWC) Operations is to help oversee the operations and management of the MWC Operations Program Area in the Mashouf Wellness Center. Experience and knowledge of all activities and staffing during building operating hours will be essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Educate participants and staff on safe participation in program areas and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality MWC Operations Building Supervisor Staff.
- Assist in ensuring the Building Supervisor Staff are held accountable for the proper daily opening and closing of the MWC, ensuring effective response to emergency situations, trouble-shooting problems as they arise, and providing on-site supervision to ensure building and programming staff and participants are following proper protocols.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff trainings with Building Supervisor Staff.
- Train Building Supervisor Staff on all current responsibilities and expectations specific to our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with all other MWC Program Areas and campus entities to maximize safe, efficient, and proper usage of the MWC.
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Student Managers are responsible for educating and upholding all General Staff and Building Polices.

## Qualifications

- Previous leadership, coordination, facility oversight, or management experience is required.

- Demonstrated verbal and written communication skills, as well as customer service skills.
- Strongly preferred: Previous point-of-sale or program registration experience, especially in a fitness or recreational setting; Previous experience working in the SF State Campus Recreation Department.
- 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.
- Employment may be dependent on passing a background check.
- 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.



# Outdoor Resource Center Student Manager Job Announcement

COORDINATOR CONTACT: Jay Harcum, [harcum@sfsu.edu](mailto:harcum@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for the Outdoor Resource Center is to help oversee the operations and management of the Outdoor Resource Center Program Area in the Mashouf Wellness Center. Experience and knowledge of outdoor recreation and equipment is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Outdoor Resource Center Program Area, a hub for outdoor recreation enthusiasts. The Outdoor Resource Center will offer resources, equipment, and trip information to support excursions into the outdoors.
- Educate participants and staff on use of the Outdoor Resource Center Area and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Outdoor Resource Center Staff and future Outdoor Adventure Trips Staff.
- Collaborate with
- Review timesheets and provide payroll back-up information.
- Organize and conduct staff meetings and staff trainings with the Outdoor Resource Center Staff.
- Train Outdoor Resource Center Staff on all current responsibilities and expectations specific to the Outdoor Resource Center and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (e.g., working with MWC Operations, Climbing Wall, Reservations, Sport Clubs, Risk Management, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.

- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.

### Qualifications

- Previous leadership, coordination or management experience is required.
- Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and safety knowledge including safe use of outdoor equipment and outdoor techniques.
- Strongly preferred: Outdoor trip guiding experience; outdoor recreation instructor certification (any modality). Also, knowledge of outdoor recreation opportunities in northern California.
- 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.
- Employment may be dependent on passing a background check.
- 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.
- Time Commitment: 10-12 hours a week in the office and possibly during the hours of 12-7p

# Personal Training Student Manager Job Announcement

COORDINATOR CONTACT: Personal Training [MWCPT@sfsu.edu](mailto:MWCPT@sfsu.edu)

## Purpose

The primary responsibility of the Student Manager for Personal Training is to oversee the operations and management of the Personal Training program area in the Mashouf Wellness Center. Experience and knowledge of fitness, exercise and health as well as leadership are essential for this role. This position also provides overall development and promotion of programs as well as contribute to the goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Oversee operations and procedures of the Personal Training program area in accordance with Fitness and Wellness Coordinator
- Conduct managerial procedures such scheduling, training, payroll and leadership of certified Personal Training staff
- Administer hiring of Personal Trainers which includes interviewing, conducting interviewee training demonstration, offering file reviews and on-boarding
- Train Personal Training staff on all responsibilities and standards established by the Personal Training program area and Campus Recreation to maintain quality of service
- Enforce policies and procedures established by the Personal Training program area and Campus Recreation
- Maintain client confidentiality through HIPAA (Health Insurance Portability and Accountability Act) guidelines
- Conduct client outreach for Personal Training inquiries
- Manage inventory and fitness equipment utilized by the Personal Training program area
- Collaborate with other department and campus entities for programs and events (working with MWC Operations, Reservations, Fitness Operations, Group X, Risk Management and other MWC / campus departments)
- Contact external vendors to organize programs and events
- Facilitate routine Personal Training staff meetings
- Survey client satisfaction at the end of regular semester to improve Personal Training Services
- Provide analytical data and semester reports which include reportable numbers such as revenue made, number of clients serviced, and amount of Personal Training services used
- Maintain standardized risk management practices and emergency procedures
- Disseminate information of Personal Training services as well as Campus Recreation programs and events
- Routinely attend scheduled Management Team Meetings as well as Management Team Leadership Retreats, and other required trainings and meetings as necessary
- Provide a professional, welcoming and inclusive environment for staff and members

# Reservations & Events Student Manager Job Announcement

COORDINATOR CONTACT: Camree May, [camreemay@sfsu.edu](mailto:camreemay@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Reservations and Events is to help oversee the reservations and special events of the Mashouf Wellness Center at SF State under the supervision of a full-time staff professional. Experience and knowledge of event supervision and event equipment is essential to this position. This person also helps provide overall development and promotion of programs and contributes to overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Serve as the main point of contact for reservations and special events; delegate tasks as needed.
- Organize and conduct pre-event meetings with Event Assistant Staff.
- Create documents pertaining to standard operating procedures for tenants and event staff. (i.e., audio visual user instructions, event set up and break down timelines, etc.).
- Disseminate information about reserving facilities, including hours, usage, costs, and safety.
- Utilize multiple software systems to schedule event assistant staff and view events and reservations.
- Conduct excellent customer service with all reservations and special events.
- Help determine the compatibility of each reservation request in relation to building policies and procedures, and appropriate usage.
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and equipment (e.g., Informal Rec, Kinesiology, Athletics, and University Police).
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.
- Previous event experience, delegation and supervision is preferred.
- 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.
- Employment may be dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Ability to work with student groups as well as faculty/staff and off-campus community groups.

- Ability to complete tasks accurately and in a timely manner.
- 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.

# Reservations & Scheduling Student Manager Job Announcement

COORDINATOR CONTACT: Camree May, [camreemay@sfsu.edu](mailto:camreemay@sfsu.edu)

COORDINATOR CONTACT: Chanda Jensen, [cjensen@sfsu.edu](mailto:cjensen@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Reservations is to assist Full-time staff, Student Organizations, and Community groups with overseeing the reservations and scheduling of sports and recreation facilities at SF State under the supervision of a full-time staff professional.

## Duties and Responsibilities

- Assist with coordinating facility scheduling and reservations for meetings, activities, and events between user groups (student, department, and community), Campus Rec programming, and University Property Management (UPM).
- Disseminate information about reserving facilities, including hours, usage, costs, and safety.
- Conduct excellent customer service with all reservation requests.
- Input and organize reservations utilizing Event Management System (EMS) software.
- Schedule staff for event assistance and delegate tasks as needed.
- Serve as the main point of contact for reservations and occasionally special events.
- Help determine the compatibility of each reservation request in relation to building policies and procedures, and appropriate usage.
- Assist in facilitating all communications regarding reservation details and charges (pre, during, post event) in a timely manner.
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and equipment (e.g., Informal Rec, Kinesiology, Athletics, and University Police).
- 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.

## Qualifications

- Excellent customer service skills; Strong oral and written communication skills; Effective problem-solving skills.
- Strongly preferred: First Aid, CPR, & AED Certified; previous Campus Rec Building Supervisor experience.
- 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.
- Ability to work with student groups as well as faculty/staff and off-campus community groups.
- Ability to complete tasks accurately and in a timely manner.

- 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.

# Risk Management Student Manager Job Announcement

COORDINATOR CONTACT: Ben Forchini, [forchini@sfsu.edu](mailto:forchini@sfsu.edu)

## Purpose

The main purpose of the Student Manager of Risk Management is to educate staff on the topics of safety as well as to develop new safety programs for Campus Recreation. Additional responsibilities include:

- Assisting the current Student Manager of Risk Management
- Representing the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## Duties and Responsibilities

- Designing and implementing an overall risk management process for the Campus Recreation Department
- Designing, implementing, and conducting new safety programs for the Campus Recreation Department
- Conducting safety trainings and educating staff about Emergency Action Plan, chair evacuation, and blood borne pathogens
- Teaching American Red Cross CPR/First Aid/Blood borne Pathogens classes
- Utilizing Connect2 and WhenToWork
- Composing inventory lists
- Creating liability waivers for special events and programs
- Updating Risk Management documentation (i.e., EAP, general liability waivers)
- Collaborating with other Student Managers to work as a team
- Conducting Safety Trainings

## Qualifications

- Current American Red Cross CPR/First Aid/AED Certification
- Strongly preferred: American Red Cross Blood borne Pathogens Training
- Must demonstrate interpersonal skills including strong communication, customer service, and leadership skills, and ability to enforce policy. An applicant must also be able to perform under pressure and work in a team.
- Must be a current student at San Francisco State University enrolled in 6+ units, with a minimum of 2.0 GPA
- Ability to work up to 20 hours per week

\*\*\* Applicants without a current certification will be considered based on the contingency of completing a certification class through Campus Recreation.



# SF State Kids Camp Student Manager Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Special Events is to help oversee the planning, coordination, and staffing of special events hosted by Campus Recreation under the supervision of a full-time staff professional. Special events may include but are not limited to the Costume Dodgeball Tournament and F6 programming in the fall, 5K Walk, Run, & Roll in the spring, and other duties as assigned. This person also helps provide overall development and promotion of the programs and contributes to the overall goals of the Campus Recreation Department.

## Duties and Responsibilities

- Lead the planning and coordination, as well as marketing and promotion of special events being coordinated by the Campus Recreation Department.
- Educate participants and staff on safe participation in special event programming and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality event Staff and volunteers.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff trainings with event staff or other personnel.
- Train staff and volunteers on all current responsibilities and expectations specific to our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Seek feedback for improvement of the events from participants and staff and provide recommendations for changes that will result in a better or safer experience 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 SF State Facilities for Campus Rec programming (e.g., Facilities, Intramurals, Sport Clubs, Fitness, Aquatics, Reservations, 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

- Previous leadership, coordination or management experience is required.
- Must be First Aid, CPR, & AED Certified within a reasonable time from the first day of hire.
- 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.

# Special Events Student Manager Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Special Events is to help oversee the planning, coordination, and staffing of special events hosted by Campus Recreation under the supervision of a full-time staff professional. Special events may include but are not limited to the Costume Dodgeball Tournament and F6 programming in the fall, 5K Walk, Run, & Roll in the spring, and other duties as assigned. This person also helps provide overall development and promotion of the programs and contributes to the overall goals of the Campus Recreation Department.

## Duties and Responsibilities

- Lead the planning and coordination, as well as marketing and promotion of special events being coordinated by the Campus Recreation Department.
- Educate participants and staff on safe participation in special event programming and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality event Staff and volunteers.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff trainings with event staff or other personnel.
- Train staff and volunteers on all current responsibilities and expectations specific to our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Seek feedback for improvement of the events from participants and staff and provide recommendations for changes that will result in a better or safer experience 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 SF State Facilities for Campus Rec programming (e.g., Facilities, Intramurals, Sport Clubs, Fitness, Aquatics, Reservations, 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

- Previous leadership, coordination or management experience is required.
- Must be First Aid, CPR, & AED Certified within a reasonable time from the first day of hire.
- 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.

# Sports Club Student Manager Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Sport Clubs is to help oversee the operations and management of the sport club program and registered SF State sport clubs under the supervision of a full-time staff professional. Oversight and knowledge of all sport club related activities and sport clubs program policies is essential to this position. This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Educate sport club officers, coaches, and participants of expected standards, codes of conducts, and enforce program policies and procedures.
- Enforce program policies outlined in the Sport Clubs Handbook and inform clubs of all requirements and deadlines.
- Responsible for collecting all sport club paperwork and assisting clubs through the chartering process.
- Coordinate and maintain the sport clubs' practices and competitions schedules each semester.
- Oversee and facilitate the sport club travel process when required.
- Organize and conduct Sport Club Council (SCC) and trainings with students and/or staff.
- Train Facilities Staff on all current responsibilities and expectations specific to sport club related practices, competitions, and events.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of SF State Facilities for Campus Rec programming (e.g., Intramurals, Sport Clubs, Fitness, Aquatics, Reservations, Kinesiology, Athletics).
- Seek feedback for improvement of the program from participants and staff and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is 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.
- Employment may be dependent on passing a background check.
- 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.

# Sustainability Student Manager Job Announcement

COORDINATOR CONTACT: Camree May, [camreemay@sfsu.edu](mailto:camreemay@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Sustainability is to oversee the sustainable practices and operations in our building. This position will educate staff and participants on sustainability within, and outside of, the Mashouf Wellness Center. The Student Manager for Sustainability is responsible for promoting and educating students on the benefits of sustainability and sustainable features. They are responsible for maintaining sustainable building features and continuing to add to our sustainable practices through social media, events, emails, and building and program operations.

## Duties and Responsibilities

- Develop, implement, review and refine sustainability policies, practices, guidelines, and handbooks to ensure building operations maintain LEED platinum standards and are contributing to the triple bottom line of the MWC operations and programs.
- Assist Full-Time staff in re-certification and maintenance of LEED platinum standing.
- Educate participants and staff on sustainability and sustainable features in the building, such as: solar panels, grey water system, recycled flooring, LED Lighting, bio swales.
- Create and update documents regarding sustainable features and practices.
- Work with other student managers to create and improve sustainable practices in their respective program areas.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Work with other organizations and departments on campus to stay up to date with common practices and features of sustainability within our university.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.
- Maintain an inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus sustainability practices and services to participants and staff.

## Qualifications

- Previous leadership, coordination or management experience is preferred
- Must have knowledge of sustainability and its benefits and be able to present and articulate it effectively to others.
- 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.
- Employment may be dependent on passing a background check.
- 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 environment.
- Must be able to work independently without direct supervision on day-to-day tasks.
- Ability to work with student groups as well as faculty/staff and off-campus community groups.
- Ability to complete tasks accurately and in a timely manner.



# Wellness Student Manager Job Announcement

COORDINATOR CONTACT: Demont Oliver, [dboliver@sfsu.edu](mailto:dboliver@sfsu.edu)

## Purpose

The main responsibility of the Student Manager for Wellness is to help oversee the operations and management of the Wellness Program Area in the Mashouf Wellness Center. Experience and knowledge of wellness is essential to this position (e.g., nutrition, stress reduction, sleep, emotional well-being, etc.). This person also helps provide overall development and promotion of programs and contributes to the overall goals and values of the Campus Recreation Department.

## Duties and Responsibilities

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Wellness Program Area. This may consist of offering workshops or other educational opportunities to teach and promote wellness and may include offering resources to other MWC staff on how to incorporate wellness education into their Program Areas.
- Ongoing Wellness Program Area Workshops & Events: MWC Zen Den. Wellness Series: Self-Defense, Belly Dancing, Etc. Game Night. Study Zone Virtual Reality Fitness
- Other opportunities include Pool Parties, Nutrition Workshops, Body Positivity Programming, National Eating Disorder Awareness Week, School Supplies Drives, etc. However, programming is up to the digression of the Wellness Student Managers and Fitness and Wellness Coordinator.
- Train Mashouf Wellness Center Staff on all current responsibilities, expectations, policies, and procedures specific to the Wellness Program Area. Maintain inventory of Wellness equipment and materials and report when supplies are running low or when equipment needs repair or replacement.
- In collaboration with the MWC Marketing Team, create concepts for marketing Wellness Program Area offerings and events.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area. In addition to creating a culture of Wellness on campus (e.g., working with MWC Operations, Reservations, Fitness Operations, Group X, Massage Therapy, Risk Management, Health Promotion & Wellness, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff and create program and event assessments. Implement changes to better the Wellness Program Area and ensure a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary. (Fall 2020 bi-weekly Mondays from 4-5pm.)
- Be available every first Friday of the month to plan and host monthly Game Nights.
- Plan biweekly DIY projects that follow the 8 dimensions of wellness. Plan out and execute monthly wellness poster that focuses on each dimension of wellness.
- Plan out and execute monthly wellness poster that focuses on each dimension of wellness.
- Hours will vary; however, students may not work more than 20 hours/week during the academic semester.

## Qualifications

- Previous leadership, coordination or management experience is required.
- Must have knowledge of the benefits of wellness and be able to present and articulate it effectively to others.
- Strongly preferred: Previous experience delivering health or wellness workshops or trainings.
- 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.
- Employment may be dependent on passing a background check.
- 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.