



Facility Manager

Rate of pay: \$9.00

Job Description:

Facility Managers coordinate and manage all operational functions, programs, and personnel of Campus Recreation's facilities, including the Recreation Center, Auxiliary Gym, and the R.O.C.

Job Responsibilities:

- Monitor the safety of all participants in all activity areas
- Recognize and respond to all incidents and emergencies and provide proper emergency care when necessary
- Enforce and interpret all facility and employee policies and procedures
- Manage the Customer Service Representatives and Operations Crew during scheduled shift by enforcing employee policies and procedures
- Complete written reports and documents
- Record statistical data for facility safety and area usage
- Maintain and accountable for all cash handling procedures and reports
- Conduct routine facility safety inspections
- Responsible for facility and equipment setups/breakdowns
- Possess a general knowledge of all cardio and strength equipment
- Give facility tours as requested
- Perform light housekeeping and maintenance duties
- Execute all opening and closing procedures
- Assist with events/programs that are scheduled in the facilities
- Other duties as assigned

Minimum Qualifications:

- FGCU enrolled student
- Positive attitude and desire to assist customers
- Ability to self motivate with little or no supervision
- Effective verbal and written communication skills
- Capability to withstand possible continuous standing
- Possess leadership experience

Certification Requirement

- CPR/AED for the Professional Rescuer and Standard First Aid (American Red Cross –preferred). Certification must be obtained within 30 days of hire.

Additional Information

- Average of 15-20 hours a week

