Job Title: Building Manager, Campus Recreation
Supervised by: Program Coordinator (Kathryn Thies)
Department & Division: Campus Recreation, Student Complexes
Campus: LSC
Pay Rate: $11.00/hour
Position Summary: The Building Manager staff is responsible for supervision of the Halas Recreation Center and aids the Department of Campus Recreation in delivering an enjoyable experience for the Loyola Community. The Building Manager staff provides excellent customer service to members and guests at the Halas Recreation Center and assists the Program Coordinator in managing the Front Desk Staff.

Essential duties and responsibilities include the following:

- Supervision of the Halas Recreation Center during open recreation and special events:
  - Coordination of opening/closing procedures, hourly counts, and all other daily operations.
  - Provide troubleshooting customer service support on all administrative activities, such as problem memberships, locker/towel issues, etc.
  - Provide first response to injuries and emergencies.
  - Perform routine building inspections and report issues/emergencies as needed.
  - Supervise and assists on-site technical set-up and breakdown for events/programs.
  - Responsible for all building keys.
- Complete semesterly project aimed at the betterment of the Campus Recreation program.
- Demonstrate working knowledge of Halas Recreation Center and Campus Recreation rules and regulations; ability and willingness to enforce rules and regulations.
- Serve as a peer mentor to fellow Campus Recreation staff.
- Assist in regular cleaning of the Halas Front Desk and storage areas.
- Attend monthly Staff Trainings and remain up to date on all American Red Cross CPR/FA skills.
- In the event of an emergency, provides emergency care and treatment as required until the arrival of emergency medical services.
- All other tasks assigned by the Program Coordinator.

Minimum Skills and Qualifications:
- Current full time Loyola University Chicago Student
- Federal Work Study
- Ability to communicate using clear, concise, simple language
- Ability to maintain FA/CPR Certifications
- Previous experience as a Service Associate preferred

Terms of Employment and Compensation:
- Building Managers will be expected to work between 8-17 hours per week.
- This position will renew on a semester by semester basis.

Learning Outcomes:
- Building Managers will develop an attention to detail by learning to identify and describe issues related to the facility/workplace.
• Building Managers will demonstrate positive, proactive communication with a variety of different user groups.
• Building Managers will be able to evaluate staff and teach customer service skills.