



## **Downtown Programs Assistant - Position Description**

The Campus Recreation Downtown Programs Assistant positions are responsible for the oversight of the day to day operations of the Downtown Fitness Center.

### **Responsibilities**

- Work with others to execute risk reduction measures and provide care in emergency situations;
- Clearly articulate, enforce and educate patrons on all rules, policies and procedures;
- Provide customer service and respectfully manage disagreements;
- Actively participate in collaborative work and development;
- Assist with the day to day operations of the Downtown Fitness Center and associated spaces;
- Assist participants in operating fitness equipment and provide proper spotting services;
- Promote Downtown Campus Recreation programs;
- Ensure the security of participants, the facility, and equipment;
- Replenish soap, hand sanitizer, cleaning products, and paper products in locker room facilities;
- Assist with set-ups involving audio/visual equipment and furniture as requested;
- Operate point-of-sale terminal and perform membership, course, and locker sales;
- Wash, dry and fold laundry;
- Perform other duties as assigned.

### **Staff Standards**

- Consistently model positive and professional behavior, including on-line communities;
- Attend all staff meetings and educational trainings;
- Maintain regular and frequent communication with the Coordinator(s) & Assistant Director.

### **Personal/Paraprofessional Development & Departmental Responsibilities**

- Attend all meetings and trainings on time, including August staff development, January staff development, etc. Upcoming dates are:

#### **Spring All-Staff Training:**

Thursday, January 6, 2017-Friday, January 7, 2017. Hosted 8am-5pm each day.

- Balance time commitments, recognize limitations and work to improve;
- Be receptive to paraprofessional and personal development;
- Challenge yourself to achieve higher levels of awareness of people's perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

### **Minimum Qualifications**

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.0;
- Must pass State of Texas criminal background check;
- First Aid, Adult CPR and AED certifications obtained within expected time-frame;
- UTSA employee compliance trainings and any additional program area certification/training completed within expected time-frame.

### **Working Conditions**

- Maximum of 19 hours worked per week (average 15);
- Work will take place at the Downtown Fitness Center (DB 3.302), Bill Miller Plaza, Rowdy Sport Court, Student Center (DB1.116) and Frio Commons;
- Work shifts include morning, afternoon, evening and weekend hours. Some required holiday hours.

### **Compensation**

- Starting pay: \$10.00/hour