Wellness and Recreation
Building Supervisor (Federal Work Study)

Wellness & Recreation, located in the Hollis Center, is accepting applications for Building Supervisor positions. The Building Supervisor works within the Hollis Center but oversees all Wellness and Recreation operations. All eligible applicants will receive the application via email.

Position Description:
Reporting to the Assistant Director of Wellness & Recreation, the student is responsible for enforcing policies and procedures, which contribute to the development of a safe, professionally managed, and well organized facility. The Building Manager will oversee the daily operations including, but not limited to:

- Represent the professional staff in their absence and in so doing, operate with the full authority of a full time staff member.
- Become familiar enough with all areas in the facility to be able to fill any position if needed.
- Complete visual inspections of facilities and equipment and reporting procedures. Ensure safety to all members, staff and self throughout the building at all times.
- Take immediate corrective action when appropriate.
- Make continuous safety audits of facility, equipment and personnel.
- Remain alert to building security including offices, unlocked doors, computer hardware, weight rooms, pool, and other high risk areas as well as perimeter security including mechanical rooms, gates, etc.
- Give special attention to needs such as interior/exterior lighting problems, dressing rooms and lockers, emergency exits/stairwells, plumbing and or electrical problems.
- Submit a Building Manager Report.
- Responsible for opening and closing of the facility, including but not limited to reporting any security, maintenance or physical plant issues to the Wellness and Recreation Coordinator.
- Execute emergency procedures when necessary.
- Perform other duties as assigned.
- Continuing to maintain all fitness coach responsibilities.

Requirements:
- Maintain a minimum 2.5 GPA (cumulative)
- Possess a current CPR certification within 30 days of employment, and be familiar with emergency procedures.
- Possess effective communication skills and good customer service skills.
- Be aware and responsive to students/member’s needs.
- Be willing to maintain a clean and safe work environment.
- Exceptional previous experience.
- Have worked as either a fitness coach or lifeguard for a minimum of 2 semesters.
- Willing to be topline of leadership in building when professional staff is not present.

Benefits:
- Paid monthly on an hourly basis (pay is determined by your financial aid eligibility and award)
- Opportunities to learn about personal and professional development
- Interact with employers
- Learn details about upcoming events and programs

APPLICATION PROCEDURES: Interested applicants should refer any questions to jikelly@stetson.edu. Applications are sent internally to all individuals eligible to apply.

Employer Information: Stetson University, Wellness and Recreation; 421 N. Woodland Boulevard, Unit 8334, DeLand, FL 32723.