

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 jjkelly@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.