

ASHLAND UNIVERSITY

RECREATION & WELLNESS

Title: Equipment Check-Out Supervisor

I. Job Summary

The Equipment Check-Out Supervisor is responsible for the overall operation of the game room, meditation and relaxation room, and gym courts during operating hours for the Recreation Center, including set up and tear down of events and issuance of equipment. As a member of the Recreation and Wellness team, employees should promote and encourage the department's facility, program, and staff.

II. Job Relationship

- A. Responsible to: Director of Recreation and Wellness
- B. Supervised by: Assistant Director of Recreation and Wellness, Facility Operations
- C. In the absence of full-time staff, is under the supervision of the Facility Manager.

III. Responsibilities

- A. Provide excellent customer service by being knowledgeable in the Rec Center amenities & areas as well as the philosophy, policies, and procedures of the Department of Recreation and Wellness
- B. Issue and collect equipment via CSI software or the Non-Member Affiliates Google Spreadsheet.
- C. Inspect equipment and report all damages on the Damaged Equipment Report Google form.
- D. Issue and set up video game consoles during checkout (Wii)
- E. Reserve, check in, and check out Outdoor Equipment.
- F. Schedule reservations for the racquetball courts and sand volleyball courts, via the Reservation Schedule Google spreadsheet.
- G. Control facility stereo system, including use of a CD within a specific area, changing volumes, and tuning the radio station.
- H. Inventory all equipment at closing via the Equipment Check-Out Inventory Google form.
- I. Perform clerical duties as needed, including telephone reception, typing, and filing.
- J. Assist in equipment setup, takedown, and storage of equipment such as volleyball, tennis, badminton, wallyball, and pickleball.
- K. Maintain a clean work area through completing assigned checklist duties and finding extra tasks to complete when checklist is complete.
- L. Complete all laundry for the facility, including towels, hand towels, rags, jerseys, and uniforms
- M. Perform maintenance/custodial duties as assigned.
- N. Attend mandatory staff meetings and staff trainings.
- O. Other duties as assigned.

IV. Risk Management

- A. Enforce departmental policies and procedures to ensure participant safety.
- B. Serve as primary responder to all injuries/medical emergencies that happen within the Game Room, Gym Courts, Fitness Center (when there is no Fitness Center Supervisor in the area), Meditation and Relaxation Room, or other area when first to recognize emergency.
- C. Support fellow Recreation and Wellness staff in response to medical emergencies that happen within the facility.

V. Position Qualifications

- A. First Aid, CPR, and AED certified.
- B. Computer literate.

C. Maintain a minimum 2.0 GPA.