

ASHLAND
UNIVERSITY

RECREATION & WELLNESS

Title: Facilities & Student Development Intern *Summer 2024*

Employment Dates: May 20-August 16

I. Job Summary

The Summer Facilities and Student Development Intern is to assist in facility operations, student development, and facility rentals. This person must be knowledgeable of all policies and procedures of the Department of Recreation & Wellness. The Summer Facilities and Student Development Intern will assist in the supervision of student employees during Rec Center facility rentals as well as directly interact with patrons providing courteous, friendly and professional assistance. This person works closely with the other summer interns and all professional staff members.

II. Job Relationship

- Responsible to: Director of Recreation & Wellness
- Supervised by: Assistant Director, Facility Operations and Director of Recreation & Wellness

III. Responsibilities

Facilities

- Maintain all electronic forms for facility operations, including, but not limited to, Google Docs, Microsoft Teams, and maintenance of iPad data.
- Conduct daily facility inspections of all informal and programming areas to ensure safety and conduct preventative maintenance when necessary.
- Print and post weekly facility schedules located in: gym courts, pool, and aerobics room.
- Keep all storage closets clean and organized.
- Inspect and conduct equipment maintenance for Fitness Center and Aerobics Room equipment.
- Assist with facility maintenance projects with the Director of Recreation & Wellness.
- Submit and follow up with work orders for the facility.
- Maintain and upkeep outdoor spaces including: satellite sand volleyball court (fraternity circle), Kilhefner basketball courts, and the hammock station.
- Promote new equipment purchases and trials.
- Oversee and conduct monthly equipment maintenance.
- Effectively communicate closed areas/equipment to Rec Center members.
- Keep inventory stocked, while replacing equipment as needed.

Student Development

- Work with Marketing Intern to purchase items for student appreciation in the “Rec Store.”
- Oversee the employee and manager and FISH! of the month nominations and selections.
- Send out weekly “Hump Day Updates” to student staff with upcoming updates/reminders.
- Create the monthly newsletter, the “Reckie.”
- Coordinate the application and interview process for incoming freshman during orientations.
- Assist in selection of future student employees.
- Secure availability from summer staff and schedule using When to Work scheduling software.
- Assist in preparation for fall staff training, including developing or modifying videos or other interactive training.
- Ensure paperwork is updated and stocked in individual work areas and throughout building; prepare paperwork for fall semester.
- Update/expand “How To” manuals within each individual work area.
- Plan and organize two or three employee appreciation events.

Rentals

- Oversee all facility rentals and ensure a smooth line of communication between you and the hosts.
- Coordinate extra staff for rentals and special events.

IV. Position Qualifications

- Prior experience in a campus recreation environment is preferred.
- Desire to grow in a campus recreation setting.
- Supervisory experience preferred.
- Standard First Aid, CPR and AED certification current at the time of hire is preferred.
- Must have prior authorization to work in the United States without employer sponsorship.

V. General

- Research current trends and make suggestions for future purchases.
- Present self as a professional both in appearance and attitude.
- Instill superior customer service mindset across student staff.
- Promote the Department of Recreation & Wellness.
- Attend 1:1 meetings with supervisor(s) as scheduled.
- Maintain no more than 40 combined hours per week between internship duties and facility employment.
 - a. 25-30 hours per week fulfilling internship duties.
 - b. 10-15 hours per week through facility employment.

VI. Benefits

- Compensated hourly wage of \$11.45/hr for all hours worked (internship and facility employment).
- Rec Center summer membership.
- Option to take a full week of vacation.
- Potential to continue working until August 25, if schedule permits.
- Assistance in securing housing may be provided by department.

Application Process

For full consideration, interested applicants should submit resume cover letter and 3 references by Monday, April 1, 2024 to:

Recreation & Wellness
401 College Ave.
Ashland, OH 44805

E-mail to: recwell@ashland.edu

Questions can be directed to recwell@ashland.edu or to Janel Molnar at 419.207.6172