**Title:** Equipment Check-Out Supervisor

**I. Job Summary**

The Equipment Check-Out Supervisor is responsible for the overall operation of the game room, the golf simulator, and the gym courts during operating hours for the Recreation Center. Major responsibilities include providing customer service information, set up and tear down of events, equipment check-out, operating the golf simulator, and doing laundry. The Equipment Check-Out Supervisor will also perform general maintenance and custodial functions as necessary. The Equipment Check-Out Supervisor will work directly with members and guests, providing courteous, friendly, and professional assistance.

**II. Job Relationship**

A. Responsible to: Director of Recreational Services

B. Supervised by: Assistant Director of Recreational Services – Aquatics and Student Development

C. In the absence of full time staff, is under the supervision of the Facility Manager.

**III. Responsibilities**

A. Knowledge of facility policies and procedures and the philosophy of Recreational Services.

B. Knowledge of the physical layout of the Recreation Center.

C. Issue and collect equipment.

D. Inspect and inventory equipment.

E. Clerical duties including telephone reception, typing, and filing.

F. Knowledge and application of equipment set up/take down procedures and proper storage.

G. Provide or coordinate first aid procedures in emergency situations.

H. Perform maintenance/custodial duties as assigned.

I. Other duties as assigned.

**IV. Position Qualifications**

A. Standard First Aid, CPR, and AED certification.

B. Computer literate.

**V. General:**

A. Attend mandatory staff meetings and staff trainings.