

STUDENT EMPLOYMENT PROCESS  
UIS Department of Recreational Sports

We appreciate your interest in student employment opportunities in our Recreational Sports program. To be considered for employment, please read the information carefully and follow the steps listed below. You can turn in the required application materials to the **Recreational Sports Office in TRAC (The Recreation and Athletic Center) Room 1008** or you can mail them to **One University Plaza, MS REC 1008, Springfield Illinois 62703**. A description of the listed positions is enclosed in this packet.

The following procedures, which apply to all new applicants, must be followed for you to be considered for employment:

1. Please obtain a Recreational Sports application packet from the Recreational Sports Office in TRAC 1008 or simply print one from this web site. Complete and submit the Application Employment Form. Please write legibly or type.
2. Apply for the respective position opening on the UIS Career Connect web site.
3. Upon reviewing your Recreational Sports Application for Employment Form and Career Connect Resume, we may call you for an interview. Being granted an interview will be based upon our needs and your qualifications as they are reflected in your application materials. All applications will be kept on file for the academic year. We encourage you to return your application as soon as possible.
4. If you are contacted for an interview, you will then be directed to go to the Student Employment Office in UHB to obtain an UIS Application for Student Employment form to hand to your interviewer at the time of the interview.

If you have any questions about the selection process, please contact the main office at 217-206-7103.

Applications may be turned in at the Recreational Sports Office only.

Web site [www.uis.edu/recsports](http://www.uis.edu/recsports)

STUDENT EMPLOYMENT BRIEF POSITION DESCRIPTIONS  
UIS Department of Recreational Sports

**FACILITIES**

**Facility Attendant-**

- A. Responsible for maintaining cleanliness and condition of Recreational Sports facilities and equipment- cleans and maintains equipment on a daily basis.
- B. Sets up and takes down equipment, prepares facilities, enforces policies and procedures, and insures that risk management and life safety standards are met.

**Facility Supervisor-**

- A. In coordination with professional staff members, is responsible for overseeing the daily operations of facilities on evenings and weekends.
- B. To act as an advocate for students within the structure of our facility policies and procedures.
  - a. Help patrons understand our policies and procedures.
  - b. Direct patrons to proper location/game sites.
- C. Inform patrons of equipment and resources available to them.
- D. To enforce facility policies and procedures.
  - a. ID Policy
  - b. Ejection procedures and reports.
  - c. Equipment checkout policies and procedures.
  - d. Eligibility requirements.
- E. To act as a first responder to injury situations and complete Injury Report Form.
- F. Facility and equipment preparation.
- G. Serve as a risk management officer.
  - a. Identify, report, and correct (if possible) potential safety hazards.
  - b. Evaluate the safety of programs on an on-going basis and report concerns.
- H. Control the environment outside the confines of intramural contests (i.e. fan behavior, profanity off the field, etc.).
- I. Assist intramural game officials in carrying out forfeit and ejection.

**Front Desk Attendant-**

- A. Responsible for overseeing all admittance functions of The Recreation and Athletic Center (TRAC) as well as all sales and customer service functions at the Front Desk.
- B. Customer service and cash handling experience preferred.
- C. Responsible for checking out and maintaining recreational equipment use in Recreational Sports programs and facilities.

**FITNESS**

**Group Exercise Instructor-**

- A. Provides instruction for safe, effective, and motivating group exercise sessions.
- B. Certification encouraged but not required.

**Personal Trainer-**

- A. Provides instruction for and prescription of cardiovascular and weight training exercise.
- B. Performs fitness assessments including body composition, blood pressure and flexibility and cardiovascular tests.
- C. National certifications preferred, but not required.

**Program Instructor-**

- A. Provides instruction for non-credit instructional programs emphasizing lifetime leisure pursuits, physical fitness, health, and wellness activities.
- B. Performs instruction via classes, lessons, clinics, workshops, or clubs.
- C. Knowledge of content area required.

## INTRAMURALS

### **IM Program Coordinator-**

- A. In coordination with professional staff members, is responsible for planning and overseeing the daily operations of the intramurals program.
- B. Serves as IM Supervisor on evenings and weekends.
- C. Enforce facility policies and procedures.
- D. Serves as a risk management officer.
  - a. Identify, report, and correct (if possible) potential safety hazards.
  - b. Evaluate the safety of programs on an on-going basis and report concerns.

### **IM Official-**

- A. Referee role-
  - a. Responsible for game management of the activity or sport, including the area immediately surrounding the playing facility.
  - b. Enforces rules and regulations and encourages good sportsmanship.
  - c. Make all decisions pertaining to the administration of the game.
  - d. Serve as a risk management officer
    - i. Identify, report, and correct (if possible) potential safety hazards.
    - ii. Evaluate the safety of programs on an on-going basis and report concerns.
    - iii. End activities when the potential for danger/injury becomes evident.
  - e. Make all forfeit decisions in cooperation with the Supervisor.
  - f. Officials' certification encouraged but not required. Training will be provided.
- B. Game Management (Scorer/Time Keeper) role-
  - a. Assists with the management of the Intramural program.
  - b. Checks out equipment, keeps time and score of contests, and assists with event coordination.
- C. IM Supervisor role-
  - a. In coordination with the Graduate Assistants, Interns, or professional staff members, is responsible for overseeing the daily operations of intramural events on evenings and weekends.
  - b. To act as an advocate for students within the structure of our intramural policies and procedures.
    - i. Help participants understand our policies and procedures.
    - ii. Direct participants to proper location/game sites.
  - c. Inform participants of equipment and resources available to them.
  - d. To enforce intramural policies and procedures.
    - i. ID Policy
    - ii. Ejection procedures and reports.
    - iii. Equipment checkout policies and procedures.
    - iv. Eligibility requirements.
  - e. To act as a first responder to injury situations and complete Injury Report Form.
  - f. Facility and equipment preparation.
  - g. Serve as a risk management officer.
    - i. Identify, report, and correct (if possible) potential safety hazards.
    - ii. Evaluate the safety of intramural programs on an on-going basis and report concerns.
  - h. Control the environment outside the confines of the intramural contests (i.e. fan behavior, profanity off the field, etc.).
  - i. Assist intramural game officials in carrying out forfeit and ejection.



Please list all current certifications (and expiration dates) or special skills: (CPR, AED, First Responder, First Aid, Fitness Certifications, Lifeguard Certifications, Official's Ratings, Computer Proficiency, etc.)

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Please list three professional references and phone numbers.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Are you currently employed by another UIS department/office? YES NO

If yes, how many hours do you work per week for this department/office? \_\_\_\_\_

Do you plan to be employed by any business or organization off-campus during the academic year? YES NO

If yes, how many hours do you work per week? \_\_\_\_\_

Will you be involved with UIS varsity athletics? YES NO Are you available to work weekend hours? YES NO

If yes, which sports? \_\_\_\_\_

Are you available to work during the day? YES NO Are you available to work night hours? YES NO

Which classification of employment do you seek? Federal College Work Study Program Part-time employment

We attempt to find the best fit for our employees. Briefly explain why you feel a position with Recreational Sports would be a good fit for you and for our department:

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#### AUTHORIZATION FOR RELEASE OF RECORDS:

In order to determine my suitability for employment, I understand that a personal background inquiry will be conducted by the Recreational Sports Office.

I, \_\_\_\_\_, do hereby authorize any educational institutions, former and present employers, and  
(Print Name)

individuals to furnish the Department of Recreational Sports with any information regarding me, whether or not it is on their records. I hereby release them from civil or criminal liability for issuing same.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Based upon a review of the information you submitted, a staff member from Recreational Sports will contact you if you are being considered for employment.

IF YOU SHOULD CHANGE YOUR TELEPHONE NUMBER OR ADDRESS, PLEASE NOTIFY OUR DEPARTMENT  
AT 206-7103. THANK YOU FOR YOUR INTEREST IN RECREATIONAL SPORTS.