

# COLUMBIA

## RECREATION

<b>Job Title:</b>	<b>Recreation Attendant</b>		
<b>Department:</b>	<b>Intercollegiate Athletics and Physical Education</b>	<b>Salary:</b>	<b>\$15.00/hour</b>
<b>Location:</b>	<b>Dodge Fitness Center</b>	<b>Supervisors:</b>	<b>Lauren Dudziak, Shannon Skeggs, Pat Desir, Sara Negrette, Anne Marie Skylis, Steve Figueroa, Jeff Ryder</b>

### Job Description

#### Essential Duties and Responsibilities

- Arrive on time, dress in appropriate attire (uniform).
- If stationed at the front desk:
  - Answer phone calls and general inquiries.
  - Monitor access to the facility by enforcing entrance policies, confirming building access in Lenel, and member's facility reservations in RecTrac.
  - Facilitate the flow of traffic in the main lobby by directing members what directional signs to follow.
  - Ensure excellent customer service by greeting members as they enter and exit the facility.
- If stationed as an area monitor:
  - Direct members to appropriate locations, including but not limited to rooms and pods.
  - Monitor that members are abiding by physical distancing measures and other COVID-19 policies.
  - Actively monitor fitness areas, provide customer service, and ensure member's safety.
  - Reorganize and disinfect the exercise pod areas as necessary.
- Inform members of building policies and procedures.
- Uphold the overall goal of our Athletic Department: to help each member reach their recreational and competitive goals while participating in a safe and friendly environment.
- Enforce equipment reservations and restrictions.
- Remind members of disinfection expectations before and after equipment usage.
- Complete daily shift reports via Connect2.
- Other duties as assigned by the Building Manager or the Director of Physical Education and Recreation.

#### Qualifications

- Currently enrolled Columbia University Student.
- Available to work days, nights and weekends.
- Excellent customer service skills, communication and organization skills.
- Must be task-oriented and have great attention to detail.
- Extremely dependable and committed to their work.
- Willingness to learn and implement all rules and policies for Physical Education and Recreation.
- Knowledge and experience in conflict resolution.
- Follow and uphold University policies and procedures, including University COVID-19 guidelines and testing requirements.

