Applications are available in the East Gym as well as online at play.binghamton.edu. To be considered for an interview, applications must be filled out completely with Co-Curricular transcript attached and returned to the Recreation Center Front Desk.

**East Gym Operations**

**BUILDING MANAGER** ($9.35/hr and up)
Manages matters related to the operation of all activity areas in the East Gym. Must have thorough knowledge in all areas of Campus Recreation programming (Intramurals, Open Recreation, Club Sports, Fitness/Wellness, & Outdoor Pursuits) & CEO Classes to provide information to students, faculty, and staff who wish to use the East Gym. Building managers are responsible for the opening & closing of facilities for recreational usage and special events; responding to injuries and emergencies; and enforcing departmental and University policies to all patrons using the facilities. Previous supervisory experience or proven history of strong leadership, communication and problem solving skills preferred, since this position oversees other student staff. Ability to work with others and be flexible is essential. **Requirements:** Must be currently CPR/AED & First Aid certified or willing to certify, and have ability to work at least 10 hours per week, including early mornings, late evenings and weekends. Preference will be given to current Campus Recreational Services employees with at least two (2) semesters of service.

**DESK ATTENDANT** ($7.35/hr. and up)
Determines the eligibility of all individuals entering the East Gym. Assist customers with purchases and registrations for all services, answer questions pertaining to Campus Recreational Services programs, enforce department policies and procedures, data entry, filing, cash register operations, and cash handling, assist department with mailings and administrative work as assigned. Will also be responsible for recreation equipment check-out to patrons. Must have (or be willing to learn) a thorough knowledge in all areas of Campus Recreation programming (Intramurals, Open Recreation, Club Sports, Fitness/Wellness & Outdoor Pursuits) to provide information to students, faculty, and staff who wish to use the facilities or register for a program/event. **Requirements:** Must be punctual, computer proficient, and have excellent communication, organizational skills & attention to detail. Experience in cash handling and customer service is beneficial. Must have the ability to work at least 6 hours per week. Must be currently CPR/AED certified or willing to certify.

**LIFEGUARD** ($8.35/hr and up)
Lifeguards are hired to work for all recreational swims, instructional classes and special events. Lifeguards open and set up the pool area at the beginning of each scheduled swim, class or event and are required to maintain a safe environment by enforcing all rules & regulations, and being alert at all times. At the end of each shift, they must fill out a daily summary form and secure the pool area. Lifeguards may be called upon to assist Water Safety Instructors during scheduled classes. **Requirements:** Must be currently Lifeguard Training, CPR/AED for the Professional Rescuer & First Aid certified and have the ability to work at least 6 hours per week. A pre-interview skills exam will be administered to accepted candidates.

**WATER SAFETY INSTRUCTOR** ($11.60/hr and up)
Water Safety Instructors are needed to teach swim lessons. Each instructor will be required to teach ongoing weekly lessons to either groups of adults or children. Ability to work with others is essential. **Requirements:** Must be currently American Red Cross Water Safety Instructor Certified and have CPR/AED for the Professional Rescuer certification.

**Outdoor Pursuits**

**Outdoor Rental Center and Office Assistant** ($7.35/hr and up)
Assist with the repair, cleaning, maintenance & inventory of the outdoor rental center equipment. Responsibilities include laundry, Nordic ski waxing, camp stove trouble shooting, simple bicycle maintenance, and vehicle maintenance on 15-passenger vans such as checking tire pressure, fluid levels and tracking mileage to ensure proper service intervals are maintained. Vans may require weekly interior and exterior cleaning. Office duties include answering phones, sizing & renting outdoor gear, registering participates for activities, poster publication, photocopying, answering phones, handling cash and recording rental transactions. **Requirements:** Must be punctual, computer proficient, and reliable. Some mechanical aptitude, physical dexterity, and the ability to work Mondays and Fridays preferred.

**Intramural & Club Sports**

**CLUB SPORTS SUPERVISOR** ($8.35/hr. and up)
The primary role of this position is to supervise Club Sport practices, games and tournaments on weekday afternoons and on weekends. General duties include daily practice supervision, home game/event management, enforcement of University, CRS/Club Sport policies, respond to emergencies as needed and act as a University representative & liaison to visiting teams and spectators. Collaboration with other CRS staff is required. **Requirements:** Must have current CPR/AED & First Aid certifications or be willing to certify, ability to work weekday afternoons and weekends.

Updated 8/12/10
**INTRAMURAL SUPERVISOR** ($8.35/hr. and up)
General duties include supervision and administration of nightly & weekend activities relating to game management, student personnel, participant behavior, and rule/policy enforcement. Collaboration with Building Supervisor also required. **Requirements:** Must have current CPR/AED & First Aid certifications or be willing to certify.

**INTRAMURAL OFFICIAL/ REFEREE** ($7.35/hr. and up)
General duties include enforcing all rules and policies relating to a particular sport/activity as well as score and time keeping for evening & weekend activities. No prior experience necessary. Training sessions will be provided.

**INTRAMURAL/ CLUB SPORTS OFFICE ASSISTANT** ($7.35/hr and up)
Assist the professional staff with daily administrative duties. Responsibilities include general clerical duties and answering program questions; maintaining web sites; organizing, facilitating and collecting individual and team participation/registration information; contacting staff, team captains & club presidents; posting weekly updates and promotional material throughout campus; supervising select tournaments and games and periodic Intramural Programs; ensuring safe travel procedures are followed by clubs; updating Intramural statistics; and representing both programs at Club Sports events, open houses and student activity fairs. **Requirements:** Must have current CPR/AED certification or be willing to certify.

**Fitness & Wellness (including Group Fitness & Wellness Services)**

**PERSONAL TRAINING INTERNSHIP (FALL ONLY)**
The Personal Training Internship is a 120-hour, 4 credit internship offered to graduate and undergraduate students who are available for employment with CRS the following semester. The purpose of this internship is to train, certify and hire students to become Personal Trainers. The internship will include information in various aspects of health, fitness, and exercise programming. There is a special application for this internship.

**FITNESS ASSISTANT** ($7.35/hr. and up)
Fitness Assistants determine the eligibility of patrons to access the fitness center & monitor and assist members exercising. Assistants educate patrons regarding policies, procedures and proper equipment usage, and provide general care and maintenance of equipment and facilities. Assistants are also expected to provide information regarding Campus Recreational Services facilities and programming. **Requirements:** Must have current CPR/AED certification or be willing to certify, must have ability to work at least 6 hours per week, and personal commitment to wellness & fitness.

**PERSONAL TRAINER** ($9.60/hr. and up)
Personal Trainers conduct one-on-one fitness evaluations and personal training sessions. Depending on the particular service requested, personal trainers assist clients in reaching their specific health and fitness goals via consultation, exercise instruction, and development and implementation of individualized exercise programs. **Requirements:** National certification from organizations such as ACE, AFAA, ACSM, or NSCA, current CPR/AED certification, strong interpersonal skills, personal commitment to wellness & fitness.

**GROUP FITNESS INTERNSHIP (SPRING ONLY)**
The Group Fitness Internship is a 90-hour, three (3) credit internship offered to undergraduate students or graduate students who are available for employment with CRS the following semester. The purpose of this internship is to train, certify and hire students to teach Group Fitness classes. The internship will include information on the essentials of exercise, basic anatomy & kinesiology, nutrition, body composition, injury prevention, cueing and choreography. There is a special application for this internship.

**GROUP FITNESS INSTRUCTORS** ($9.60/hr and up)
Group Fitness Instructors prepare and lead participants through safe and effective group fitness sessions. Each staff member is assigned to instruct classes in specific areas, in which they are certified or have expertise. **Requirements:** National certification from organizations such as AFAA, ACE or Mad Dogg, Current CPR/AED certification, proficiency in the instruction of at least 1 specific instructional area (i.e., kickboxing, spinning, etc.), and personal commitment to wellness & fitness.

**WELLNESS SERVICES ATTENDANT** ($7.35/hr. and up)
Assist customers with check in processes & paperwork for all services offered within the Wellness Services area. Staff will be responsible for providing information to students, faculty, and staff who wish to use the facilities or register for a program/event, data entry, filing, assisting department with administrative work as assigned. Must have (or be willing to learn) a thorough knowledge in all areas of Campus Recreation, particularly Fitness/Wellness. **Requirements:** Must be punctual, computer proficient, and have excellent communication. Must have the ability to work at least 6 hours per week.

Updated 8/12/10