Part-time Position Title: Cheer Camp Supervisor

Job Description

General Statement of Duties
The Cheer Camp staff provides the onsite monitoring of guests/minors participating in third party camps utilizing the Student Recreation Center.

Typical Responsibilities
- Provide excellent customer services to the organizers/managers of the third party camp and to the minors and guests that are associated with the program.
- Work closely with the camp managers to ensure proper setup of the equipment and cleanup of the venue.
- Monitor the safety of the guests and take appropriate action to maintain a safe environment.
- Monitor the use of the audio equipment owned by the Department of Recreational Sports
- Add or reset equipment to meet the expectations of the client.
- Report any changes to the original setup to the immediate supervisor.
- Report any incidents or equipment malfunctions to the immediate supervisor.
- Report any injuries to the immediate supervisor.
- Make the Gatorade according to specifications.
- Dump the trash.
- Greet guests at registration and monitor parking.

Experience and Abilities
- Must be a current employee in the Department of Recreational Sports.
- Must be in good standing with your supervisor.

Training
- Job training provided by the Department of Recreational Sports Staff.
- Must pass a criminal background check.
- Must present a current certificate for Child Protection Training.

Environmental Conditions
- Physical requirements include bending, lifting, moving and pushing equipment up to 40 pounds.
- Must be able to drive a golf cart.

Pay Scale
In accordance with departmental policy, the Cheer Camp Supervisor will be paid at a rate of $10/hour.

Learning Outcomes
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
1) Will demonstrate the ability to setup the reserved spaces according to the layout provided.
2) Will demonstrate they are familiar with the risks associated with the camp/facilities by following the Risk Management Checklist.
3) Will demonstrate quality customer service by greeting the clients upon their arrival and monitoring their presence throughout the day.
How to Apply

**ALL APPLICATION MATERIALS MUST BE TYPED.** Handwritten and/or incomplete applications **WILL NOT** be accepted. Please make sure your name is on **ALL** of your application materials.

All applications should be emailed to Emily Patterson at epatterson@rec.tamu.edu no later than Wednesday, April 15, 2020, by 5pm. **Late applications will not be accepted.**

**Required Application Materials (all materials must be included for consideration):**

1. Resume - You must submit a resume with your job application. If you do not have one, please summarize your relevant work experience and/or any other experiences (i.e. student organizations, volunteer work, etc.) on a separate page.
2. Open Ended - Please attach a separate document answering the following questions:
   a. Name of immediate supervisor and time worked for the department.
   b. Describe a time when you used a creative solution to tackle some job-related problem.
   c. Explain how you would deal with the following situation. During your cheer camp shift, you notice the Gatorade coolers need to be refilled. A cheerleader comes up to you saying there is an injury on Court 5 where their squad is practicing. At the same time, you see a parent try to come in and watch their child practice outside of hours that are approved for spectators. What do you do? How do you handle all three tasks?
3. Completed Availability Form (follows this page)

**NOTE:** All applicants must be current Rec Sports employees.

Work Hours/Anticipated Schedule

Staff members working in this position could expect shifts lasting from 2-5 hours in duration. It is expected that the staff member will still work their primary job with Rec Sports, unless discussed with their supervisor.

Cheer Camp dates for summer 2020 are listed below. All camps include a set up and tear down date.

- Camp 1: June 1-5
- Camp 2: June 7-11
- Camp 3: June 21-25
- Camp 4: July 20-24
- Camp 5: July 26-30

Contact Information

For more information on the Rec Sport Cheer Camp position, please contact Emily Patterson at epatterson@rec.tamu.edu.