

JOB TITLE:	CHLAPATY RECREATION & WELLNESS CENTER SUPERVISOR (FRONT DESK, FITNESS & FACILITY)
Department:	Recreation
Location:	Chlapaty Recreation & Wellness Center
Supervisor Name:	Vic Popp
Supervisor Phone Number:	563.589.3449
Supervisor Email:	vpopp@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Customer service, answer questions about facilities and programs • Knowledge of departmental membership policies - including eligibility and pricing • Check ID's of all fitness centers users • Supervising and managing daily operations • Enforce fitness center policies and procedures • Clean and maintain equipment and fitness center • Execute equipment orientations • The check out and set-up of various equipment • Provide tours of the recreational facilities to new and potential members <p>All student employees are required to be trained in First Aid, CPR & AED. For students that do not already possess these certifications, training will be provided by the department upon being hired.</p>
Classification	None
Purpose or Role within the Organization:	Provide a safe environment to CRWC visitors.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None