



Events & Membership Services Assistant

Rate of pay: \$8.10

Job Description:

The Events & Membership Services Assistant provides support to the professional staff and various Campus Recreation programs. They are also responsible for staffing various events that take place at FGCU Campus Recreation facilities including the Lee County/FGCU Aquatics Center, SoVi Pool, Waterfront, Recreation Fields, Recreation Outdoor Complex, and the Fitness Center.

Job Responsibilities:

Events

- Serve as the liaison between FGCU Campus Rec and rental group(s) (student organization, university department or community group), providing excellent customer service/risk management supervision for the duration of the event
- Help ensure that the group(s) comply with FGCU and FGCU Campus Recreation policies/guidelines
- Setup and breakdown different items including EZ Up pop-up tents, tables, chairs, sports equipment, and other items
- Work with the reservation requestor to ensure all needs and/or requests are met prior to the start, during, and at the conclusion of the event
- Assist with cleaning up the area at the conclusion of the event, while encourage the requestor and their group to also assist with cleaning up
- Inspect the FGCU Campus Recreation rental equipment for safety and maintenance issues
- Complete paperwork related to the specific special event, including an accident/incident report
- Provide first aid and/or CPR if necessary to any injured people
- Other duties as assigned

Membership Services

- Provides good customer service to both FGCU and non-FGCU community members whether in person, over the phone, or via email
- Assist with selling and renewing memberships to access the FGCU Recreation Center and/or Aquatic Center
- Utilize Innosoft Fusion software to handle membership service related issues
- Assist the professional and student staff with selected tasks
- Sort incoming mail
- Update and inventory the first aid supplies
- Complete laundry for various departments as necessary
- Check out the keys to the FGCU Campus Recreation golf carts
- Maintain cleaning and charging of the batteries for the various FGCU Campus Recreation golf carts
- Other duties as assigned

Minimum Qualifications:

- FGCU enrolled student
- Positive attitude and desire to assist customers
- Ability to self-motivate with little or no supervision
- Ability to work with other student staff members
- Effective verbal and written communication skills
- Capability to withstand possible continuous standing
- Be able to lift and carry twenty-five pounds (25 lbs.) or more sometimes repeatedly

Certification Requirement:

- American Red Cross Adult, Child and Infant CPR/AED and Standard First Aid. Certification must be obtained within 30 days of hire.

Additional Information:

- Average of 10-20 hours/week
- Hours may vary