I. **Title**: Phoenix Club Coordinator

II. **Description/Scope**: The Phoenix Club Coordinator supervises the Recreation Assistants through scheduling, orientation, advising, etc. The Phoenix Club Coordinator also provides programming and marketing support for the area along with: customer service, retail management, management of budget and Phoenix Club accounting.

III. **Supervisor**: Assistant Director of Business and Retail

IV. **Pay Rate**: $9.00/hour

*Compensation according to the University Union Wage Rate Guidelines (updated summer 2016)*

V. **Time Commitment**: The Recreational Assistant must work 10-20 hours per week and occasionally weekend shifts.

VI. **Responsibilities**:

   a. Assist in the coordination of hiring, supervising, scheduling, training and evaluation the Recreation Assistants.

   b. Supervises the Phoenix Club operation and customer service techniques.

   c. Maintain a comprehensive sales overview of the Phoenix Club, including: the monitoring and tracking of daily patron traffic and use of location.

   d. Responsible for maintaining resale stock and availability, as well as maintaining an active inventory list of all existing resale products.

   e. Assist with the recruitment of student organization sponsored events appropriate for the Phoenix Club.

   f. Work cooperatively with the contracted Food Service vendor to develop a system to distribute information to the entire Phoenix Club staff.

   g. Assist in the marketing of specials, services, leagues, tournaments and programs occurring in the Phoenix Club; working cooperatively with the League and Tournament Organizer.

   h. Develop and maintain manuals, procedural guides and assist in facilitating the proper food and beverage handling procedures.

   i. Research current trends in resale items, recreation and program opportunities.

   j. Works cooperatively with all departments within the University Union to enhance the college experience for our current and potential students.

   k. Attend the monthly student Coordinator meetings as planned by the University Union.

   l. Perform other duties and projects as assigned by the Assistant Director of Business and Retail.

VII. **Qualifications**:

   The Phoenix Club Coordinator must possess leadership ability, management experience, communication and organizational skills. Coordinator must be able to work independently with little supervision. Knowledge of the University Union policies and procedures as well as previous experience with recreational and entertainment programming and customer service is preferred.

**All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.**

Updated: 05/16