

- I. **Title:** Phoenix Club Coordinator
- II. **Description/Scope:** Supervises the Phoenix Club Assistants through scheduling, orientation, advising and training. Provides customer service, programming and marketing support for area. Fills in as an assistant when necessary. Assists with retail management (ordering, menu creation and inventory). Assists with accounting and budget management. Liaison to other Union departments.
- III. **Supervisor:** Report to the designated Program Coordinator in the Office of Student Life
- IV. **Pay Rate: \$10.25 hour**
**Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*
- V. **Time Commitment:** This position requires 15-20 hours per week during the academic school year, with work on some night/weekends.
- VI. **Responsibilities:**
- a. Assist in the coordination of hiring, supervising, scheduling, training and evaluation of the Phoenix Club Assistants.
 - b. Coordinate operation and customer service techniques with the Phoenix Club Events Coordinator.
 - c. Maintain ways to track sales and use of the Phoenix Club space.
 - d. Assist in the reordering and stocking of product.
 - e. Distribute information in a timely fashion to all Phoenix Club Assistants.
 - f. Work cooperatively with the contracted food service vendors.
 - g. Market specials and services working closely with the Union Marketing and Promotions department.
 - h. Develop and update manuals and procedural guides, and assist in facilitating the proper/safe food and beverage handling procedures.
 - i. Research current trends in product, recreation and program opportunities.
 - j. Work with the Events Crew Coordinator for Cheap Seats.
 - k. Develop an agenda and lead the Phoenix Club staff meetings.
 - l. Attend a weekly one on one with supervisor.
 - m. Fill in as needed with daily running of Phoenix Club
 - n. Complete other duties as assigned.
- VII. **Qualifications:**
- The Phoenix Club Coordinator must possess leadership ability, have effective interpersonal communication and organizational skills. Be able to work independently as well as in a team setting. Have strong decision-making skills and good judgement. Display enthusiasm, creativity, a positive attitude, and a willingness to learn.
- Previous management experience is preferred but not required.
Knowledge of University Union policies and procedures is preferred but not required.
- Applicants must have completed at least one semester of full-time enrollment at UW-Green Bay or have served in a recreational department at another campus.
- 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 2.0

