

- I. **Title:** Phoenix Club Events Coordinator
- II. **Description/Scope:** Responsible for all the recreational equipment located within the Phoenix Club. Plans special events and game tournaments within the Phoenix Club. Leads Phoenix Club Assistants in policies and procedures. Fills in and assists with Club needs.
- 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 10-15 hours per week during the academic school year, with work on some night/weekends.
- VI. **Responsibilities:**
- a. Coordinate all game tournaments and special events within the Phoenix Club
 - b. Student liaison for planning and promoting org/student events within the Phoenix Club space
 - c. Responsible for up keep of all gaming equipment
 - d. Research and remain in tune with trends and student needs
 - e. Coordinate operation and customer service techniques with Phoenix Club Coordinator
 - f. Communicate policies and procedures to Phoenix Club Assistants.
 - g. Market events working closely with the Union Marketing and Promotions department.
 - h. Develop and update manuals and procedural guides, in relation to gaming and events
 - i. Work with the Events Crew Coordinator for Cheap Seats.
 - j. Attend and lead events section at the Phoenix Club staff meetings.
 - k. Attend a weekly one on one with supervisor.
 - l. Fill in as needed with daily running of Phoenix Club
 - m. 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

