I. **Title:** Phoenix Club Recreational Assistant (Clubbers)

II. **Description/Scope:** The Recreational Assistant has the responsibility of customer service and assisting with recreation programs in the Phoenix Club. The Recreational Assistant will need to become familiar with University Union policies and procedures, customer service procedures, cash handling, cash register/computer operation and various recreational leisure activities.

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

IV. **Pay Rate:** $8.50/hour
   *Compensation according to the University Union Wage Rate Guidelines (updated summer 2016)*

V. **Time Commitment:** The Recreational Assistant must work 10-15 hours per week and occasionally weekend shifts.

VI. **Responsibilities:**
   a. Provide customer service in the Phoenix Club assisting with billiards, darts, amusement games and leisure activities.
   b. Become familiar with the rules of various recreational activities.
   c. Operate computer utilized to control Phoenix Club activity fees.
   d. Cleaning and maintenance duties in the Phoenix Club, including: tournaments and leagues.
   e. Assist with promotional and customer awareness activities for all programs and service offered in the Phoenix Club.
   f. Perform area opening and closing duties, including: security practices, completing report functions, cleaning tasks and cash fund practices.
   g. Enforce area usage policies and procedures.
   h. Perform other responsibilities as assigned by the Assistant Director of Business and Retail and the Phoenix Club Coordinator.

VII. **Qualifications:**
   The Recreational Assistant must be energetic, excellent communication skills and responsible. The Recreational Assistant position focuses on customer service and satisfaction. Knowledge of campus events, programs and Union services 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