

Recreation and Wellness Center

Facility Operations & Aquatics Intern

Department Mission:

Campus Recreation's mission is to enhance lives by providing outstanding recreational opportunities and experiences for the diverse UMSL community.

Position Responsibilities include but are not limited to:

- Create, track and organize semesterly risk management audits
- Plan and execute two unique building mock drills for student staff
- Manage Pump Room responsibilities including changing lit pots, tracking chemical trends and CO2 inventory
- Maintain custodial supply and equipment inventory and creating monthly order recommendations
- Hire, train, supervise, and evaluate 3-5 Student Custodian staff members
- Update and maintain custodial cleaning lists for staff across the department
- Coordinate with the Assistant Director of Student Development & Operations and Building Managers on the daily upkeep of the building
- Perform weekly Facility Audits and submitting work orders for issues to be fixed
- Communicate and collaborate with UMSL Facilities staff for work orders, maintenance and repairs in the building
- Assist the Coordinator of Facilities & Aquatics in set up and tear down of certification classes like CPR and Lifeguarding
- Schedule group swim lessons dates and times
- Maintain swim lesson folders and report cards
- Plan and execute an aquatic themed event a semester

Experience:

- No previous custodial or aquatic experience needed for this position. Ability to think critically, problem solve, and work independently and in conjunction with the Coordinator of Facilities & Aquatics is essential.

Work Hours:

- 8 hours a week Monday through Friday, potential weekends based on events

Requirements:

- Must be in good standing with the University.
- Displays a positive and friendly attitude.
- Willingness to learn, follow, and enforce rules and regulation.
- Excellent communication skills, especially using email.
- Minimum GPA: 2.0

Compensation:

Academic Credit