



**RECREATION
& WELLBEING**
UNIVERSITY OF WISCONSIN-MADISON

REC WELL MANAGER POSITION

POSITION INFORMATION

Job Title	Rec Well Manager
Division	Recreation & Wellbeing (Rec Well)
Department	N/A
Reports To	Interim Assistant Director of Member Services
Hours Per Week	Students are permitted to work up to 30 hours per week with a minimum of two shifts per week.
Pay Rate	\$19.00/hour

POSITION SUMMARY

Within the Division of Recreation & Wellbeing, Rec Well Managers (RWMs) are the highest student leadership position. They are a direct extension of Rec Well Professional Staff and are responsible for making decisions affecting all student employees, members, guests, facilities, and programs. Rec Well Managers are expected to be knowledgeable in all areas of Rec Well to provide leadership to student employees across the Division. The following responsibilities listed below will be executed under the supervision of the Interim Assistant Director of Member Services.

UNIVERSITY RECREATION & WELLBEING TEAM MEMBER RESPONSIBILITIES

- Develop professional relationships with co-workers, members and guests.
- Uphold and exceed the expectations of the Rec Well mission, vision, and values.
- Promote and maintain cleanliness and appearance within and surrounding Rec Well facilities.
- Take ownership of Rec Well facilities and programs by exhibiting a responsible work ethic.
- Enforce Rec Well policies and procedures to promote participant safety and satisfaction.
- Respond to all emergency situations and adhere to established protocol including pre and post-incident procedures.

GENERAL DUTIES AND RESPONSIBILITIES

- Serve as a direct representative of Rec Well Professional Staff by upholding the Mission, Vision, and Values of University Recreation & Wellbeing.
- Lead the implementation of the Emergency Action Plan for all defined emergencies and completing required accident and incident reports.
- Complete hourly walk throughs of each activity area and resolve issues that arise.
- Report any tardy or absent Rec Well student employees.
- Utilize master facility keys to open and close the facilities every day and control access to all activity spaces depending on programming.
- Review daily facility schedules to prepare Rec Well student employees and activity areas for effective and efficient operations of all Rec Well programming.



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- Operate all systems inside the Nicholas Recreation Center and Bakke Recreation & Wellbeing Center including Key Watcher, Event Management System, Audio Visual System, Public Announcement system, facility cameras, lighting, and music.
- Grow and maintain knowledge of all Rec Well facilities and programs to provide quality customer service and resolve conflicts for staff, members, and guests.
- Fill out maintenance work orders in Connct2 (C2IT) for all broken equipment and facility issues.
- Evaluate all Rec Well student employees, noting both positive and negative performance with an emphasis on absences, tardiness, attitude, job knowledge, and reaction to difficult situations.
- Assist all Rec Well student employees in learning and performing their job effectively.
- Remain updated on Rec Well events, policy or procedural changes, and facility closures by consistently reviewing the Rec Well Manager Microsoft Teams Account.
- Complete a shift report to keep Rec Well Professional Staff updated on daily operations and provide feedback on operational successes, challenges, and solutions.
- Debrief with all Rec Well student employees and relay pertinent information to the next Rec Well Manager on shift.
- Ensure that the buildings and activity areas are opened and closed at designated times.
- Assist other staff areas with the preparation and operation of their program area as needed.
- Establish a rapport with members, guests, and other staff members.

REQUIREMENTS AND CERTIFICATIONS*

- Minimum of 4 months as a Rec Well student employee by April 29
- Currently hold one of the following Rec Well Positions:
 - Any Lead position, any Marketing position, Operations Supervisor, Member Services Assistant, Member Services Supervisor, Sports Supervisor, Group Fitness Instructor, Personal Trainer, Student Custodial Supervisor, AV Staff, Event Staff, Instructional Programs Instructor, Aquatics Supervisor, Lifeguard, Nielsen Tennis Stadium Supervisor, Peer Wellness Educator, Wellness Coaches, Youth Programs Supervisor, Climbing Wall Supervisor, Wolf Supervisor, Rink Supervisor, Nutrition Educator
- Ability to attend required Rec Well Manager trainings
- Ability to work a minimum of 6 hours per week (minimum 2 shifts) including the biweekly meetings
 - RWMs are allowed and encouraged to work multiple positions in Rec Well if approved by both professional staff supervisors
- Course completion of Red Cross CPR/First Aid/AED, Adult & Pediatric or ability to complete prior to first shift
- Course completion of PCI Compliance Training or ability to complete prior to first shift
- Ability to balance academic and job responsibilities

**Employees within the Division are required to maintain levels of certification based on their specific positions. It is the employee's responsibility to attain and maintain their certifications.*