Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Athletics Sports Center Monitor</th>
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</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>Athletics</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Brian Vraney</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-56550-00000-00000-xxxxx</td>
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</tbody>
</table>

Do multiple individuals hold this position at one time? ☒ Yes    ☐ No

Number of positions available: 30 - 40

Work Schedule

A student in this position can expect to work 2 - 4 hours per day, 5 - 6 hours per week.

The student will work ☐ Monday thru Friday ☑ Saturday ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day:

Monday - Friday 8:00 am - 11:00 pm; Saturday 10:00 am - 8:00 pm; Sunday Noon - 10:00 pm.

Department/Position Overview

A Fitness Center Monitor has the responsibility to monitor the safety of the patrons in the Fitness Center. This person also assists guests with very basic equipment use instruction and directs guests to the Strength Coach or Fitness Center Supervisor when that instruction is above his/her ability. S/he will also perform regular light cleaning and maintenance of the facility as directed by the supervisor or administrative personnel.

A Front Desk Monitor has the responsibility to monitor the security of the building by allowing access only to those who can produce the necessary college or community pass I.D. This person also assists guests with the check out of athletic equipment (racquets, balls, tire pumps, etc.) and answers questions about the facility when asked.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Greet customers at fitness center and answer basic equipment questions

☒ Assist patrons with equipment needs (balls, tire pump, racquets, etc.)
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: