



Student Position Description

JOB TITLE: Club Sports Assistant
REPORTS TO: Club Sports Team Leader
PAY RATE: Tier I – starts at \$9.00/hour

DEPARTMENT MISSION STATEMENT:

Campus Recreation & Wellness contributes to the holistic well-being of students, faculty, and staff by providing access to recreational and educational experiences fostering a sense of community and belonging, and empowering individuals to cultivate positive wellness values and behaviors that last throughout and beyond their time at Elon.

SUMMARY OF POSITION:

The Club Sports Assistant is responsible for the safety and enforcement of club sport policies and procedures and provides excellent customer service to Elon students/faculty/staff.

LEARNING PRACTICES:

Through employment in Campus Recreation & Wellness, the club sports assistant will:

- Develop transferrable skills such as teamwork, communication, time management, organization, conflict resolution, critical thinking, and decision-making.
- Be able to articulate the value of recreation and wellness in the overall college student experience.
- Know the various clubs and be able to advocate to other students for the benefits of participation in club sports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Check in club participants prior to practices and home events to ensure eligibility of participation
- Adhere to safety and risk management policies, and ensure participant safety
- Maintain club sports equipment and facilities
- ~~Complete office hours as scheduled~~
- Maintain a working knowledge of all Campus Recreation & Wellness programs and services
- Foster strong partnerships with other members of the Club Sports team, as well as colleagues throughout Campus Recreation & Wellness
- Deliver quality customer service to all patrons, program participants, and visitors
- Attend all Club Sports team meetings and trainings
- Other duties and projects as assigned

MINIMUM QUALIFICATIONS:

- American Red Cross CPR, First Aid, and AED certification (classes available through Campus Recreation & Wellness)

EQUAL EMPLOYMENT OPPORTUNITY:

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.