

# UC SANTA BARBARA

## Department of Recreation

### Now Hiring Student Event Staff

Applications will be accepted through **Monday, September 30<sup>th</sup>** no later than 5pm in the Student Employee Office. Interview invitations will be sent out later that week.

If hired, please be sure you are available to attend the Mandatory Training Dates for Fall 2019:

- Department New Hire Training – TBD
- Event Staff Training – Saturday, Oct 19<sup>th</sup> time TBD

#### Job Description

As a Student Event Staff, your primary responsibility is managing risk and assuring that events run smoothly at a variety of athletic fields and facilities on campus. The majority of our events occur on Friday, Saturday and Sundays and occasionally within the week. These events include, but are not limited to, Sport Club and Student Organization's games and tournaments, and Department special events and collaborations. The focus of these events varies in nature from highly competitive teams to group's building camaraderie and everything in between. Our goal is to provide participants with a safe and enjoyable experience while upholding department and campus policies.

#### Responsibilities include, but are not limited to:

- Event/equipment set up and take down
- Procure participant signed waivers at the beginning of the event
- Self-initiate implementation of Recreation Department protocol and field/facility policies
- Monitor event field/facility and equipment, as well as participants and spectators for safety prior and throughout event
- Provide clear communication with participants and spectators when establishing or enforcing Recreation Department expectations and follow the proper communication chain to report misuse, facility condition, and any risk management
- Be prepared for an emergency response and be the first on the scene when there is an injury, physical/verbal dispute or if any other immediate attention is required
- Document clearly and complete facility reports and incident/ accident reports

#### Required:

- Maintain current CPR/ First Aid/ AED for the Professional Rescuer Certifications (Certification classes will be provided at a reduced rate)
- Attend Quarterly Student Events Staff Trainings and Annual Department Staff Trainings
- Complete Department required online trainings
- Attend Student Event Bi-Weekly Staff Meetings

#### Staff Expectations:

You are expected to conduct yourself in the following ways:

- Knowledge – You will be expected to know information shared at your meetings, trainings and within your staff manual and follow all the policies and procedures which pertain to your position.
- Attitude – Maintain a good attitude towards your job. Your attitude directly reflects upon our program. You are expected to be professional and courteous with participants and spectators.
- Initiative – Take initiative. Recreation believes in student leadership and gives significant responsibility

to our student employees.

- Integrity – Be honest and admit mistakes when they are made. Immediately move to acknowledge and correct them.
- Appearance – You are part of a service organization and your appearance reflects on the standing of the program as a whole. Be sure you are well groomed and in your staff shirt/sweatshirt, nametag, and closed-toed shoes.

**Pay:** \$12.00/hour

## Student Events Staff Application

*-Please attach a resume-*

NAME (First, MI, Last): \_\_\_\_\_ Date: \_\_\_\_\_

PERM #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name and Phone # of Emergency Contact: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Do you have work study? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Have you ever worked for UCSB? \_\_\_\_\_ If so, when? \_\_\_\_\_ What department? \_\_\_\_\_

Year in School: \_\_\_\_\_ Expected date of Graduation: \_\_\_\_\_

# Of units this Quarter: \_\_\_\_\_ Major: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

How many hours a week do you prefer to work? \_\_\_\_\_

**Please answer the following questions. Use this page or an attachment**

1. What motivates you to work for the Department of Recreation?

2. Describe previous work experience or volunteer experience where you were required to perform duties related to customer service and event support.

3. What does customer service mean to you?

4. What makes you a strong candidate for the position? What contribution do you think you can bring to the Student Events team?

5. Aside from Recreation, what other extracurricular activities do you expect to be involved in this year? How many hours per week would you like to work for Event staff?

### References

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_ Company/School: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_ Company/School: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Work Commitment

*Obtaining a position with the Department of Recreation is a fun and rewarding one. Please be aware that Recreational Programs run seven days a week from early morning to after midnight. Most shifts, trainings, and meetings occur on the weekends, including some three-day holiday weekends, and occasionally during the week. The schedule will vary weekly to accommodate your classes and commitments.*

*Please do not apply for this position if you cannot fulfill these requirements.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_