

On-Campus Job Description

To Apply: Complete the [Work-Study Inquiry Form](#) to allow the Student Employment Coordinator to determine your eligibility for Work-Study funding.

Job Title & Number of Positions Avail.	Student Rec Center Shift Supervisor - 2 positions available Preferred Start Date: Sep 16, 2025
Department/ Location	Student Recreation Center (SRC)
Rate of Pay	\$19.64/ hr
Estimated Hours Per Week	10-12
Supervisor	Aaron Vaughn, Student Recreation Center Manager avaughn@wvc.edu
Duties and Responsibilities	<p><u>Supervisor Duties</u></p> <ul style="list-style-type: none"> - Serve as the facility lead when SRC manager is not present. This includes being in charge of SRC student aids, so there must be comfortability supervising fellow students. This includes being the point person for all things facility including safety, upkeep, cleanliness, checking equipment, inventory, coverage, keeping track of staff absences, incident reports and more. - Help manage all outdoor rec programs. This includes responding to emails, setting up reservations, updating our calendar and advertising. - Help manage Motorpool. This includes knowing Motorpool Standard procedures and doing regular van safety checks, inventory, keeping maintenance logs, cleanliness, Van key handouts, certifying drivers, updating van/bus calendars, completing mileage spreadsheets, sending outlook invites for travel reservations and more. - Serve as the lead for running/setting up intramural events with student senate. - Occasionally be the on-site person during facility rentals. - This role will include additional quarterly trainings and bi-weekly check ins with the SRC Manager. <p>To succeed in this role, we are looking for someone who can take initiative on what needs to be done at the SRC when the manager isn't present and help keep other student staff on track.</p> <p><u>Other Duties</u></p> <ul style="list-style-type: none"> - Provide excellent customer service in a friendly, approachable, and culturally responsive manner to all guests by responding to questions, providing facility tours and orientations, and checking IDs at the front desk. - Monitor facility usage, ensure safety for all participants, and enforce all SRC rules, policies, and procedures regarding the safe and proper use of the building and equipment. - Answer patron or phone inquiries appropriately. - Check out equipment, laundry, maintain inventory of supplies. - Report on any equipment or maintenance concerns - Regularly clean and sanitize exercise equipment, facilities, furniture, and other recreational equipment. - Attend all mandatory staff meetings and trainings. - Participate and practice safety, risk management, and mandatory reporter procedures. Immediately respond to and report injuries and incidents to SRC Manager or Assistant Manager. - Assist with set up and take down of events, intramurals, or other facility rentals - Assist with ASWVC motor pool vehicles check-out/in process, driving state vehicles (vehicle operation requires motor pool certification), tracking mileage, and cleaning vehicles. - Help with advertising, social media, and attendance boosting ideas. - Other duties as assigned.
Minimum Qualifications	<ul style="list-style-type: none"> - Current WVC student with minimum 2.5 GPA - Current CPR and First Aid Certification or ability to obtain - Must be available in <u>1</u> of the slots below: <ul style="list-style-type: none"> o Weekday Opening hours (7:30am-10am)

	<ul style="list-style-type: none"> ○ Weekday Closing hours (3:00pm-7:30pm + Wed till 9:00pm) - Preference to those available to work the whole 2025-2026 academic calendar.
Educational Benefit	<p>This position is a good match for students pursuing career pathways in management, exercise science, physical education, athletics, healthcare sciences, kinesiology, physical therapy, nutrition, customer service, advertising, and sports management.</p> <p>Some things you will Improve are: management, supervisor skills, customer service, problem-solving skills, time management and develop professional working relationships.</p>
How to Apply	Email the SRC manager at avaughn@wvc.edu with a resume and brief explanation of why you would like to work at the SRC.

05/14/2025 (SB)

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
- *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*