

## Sunset Canyon Recreation Center Operations Supervisor

The Purpose of the Operations Supervisor is to ensure the safety and satisfaction of Sunset Canyon Recreation Center patrons through general supervision of the facility, addressing maintenance concerns, setting up / striking events, and enforcing all University and Departmental policies.

### Job Qualifications

#### *Required*

- Currently enrolled UCLA student.
- Current CPR/AED certifications upon hire.
- Ability to work independently with minimal supervision.
- Ability to lift 50 lbs.
- Ability to work a minimum of 8 hours a week, including early mornings, late nights, weekends, holidays and other university closure dates.

#### *Preferred*

- Work study eligible.
- Familiarity with Departmental and University policies.
- Previous experience in customer service, event management, or employment in a recreation center.

### Job Expectations

- Provide patrons excellent customer service.
- Complete all opening and closing procedures as outlined.
- Complete hourly facility rounds.
- Inspect facility and equipment for safety, maintenance or cleanliness concerns. Report concerns through the appropriate reporting avenue in a timely manner.
- Ensure that the facility is properly set up to accommodate any scheduled activities and ensure that all equipment is properly taken down and stored after use.
- Enforce all university and departmental policies while communicating expectations effectively to patrons and guests of the Sunset Canyon Recreation Center. Report policy violations through proper reporting channels in a timely manner.
- Use tact and diplomacy while dealing with difficult situations.
- Complete various maintenance duties as directed by professional staff.
- Assist in training and mentoring new employees.
- Provide emergency response resources per established protocol.
- Arrive on time to all shifts, meetings, and trainings.
- Present a professional appearance and attitude at all times.
- Perform other duties as assigned by professional staff.



### Pay Rate

- \$14.75 per hour.

### Apply and Contact:

To apply, please complete the application found on the [UCLA Handshake website](#).

Please direct any questions about this position to **Jacq Spitzack** at [jspitzack@recreation.ucla.edu](mailto:jspitzack@recreation.ucla.edu).

