

## Sunset Canyon Recreation Center (SCRC) Facilities Intern

The Sunset Canyon Recreation Center (SCRC) Facility Intern will assist in day-to-day operations of the North Zone, which include SCRC, Sunset Tennis Courts, Hitch Basketball Courts, and Sycamore Park and Tennis Courts. This position will include support in supervision of the SCRC Operations student staff, management of the daily activities, events, visiting groups, and SCRC tenants. The intern will assist in the creation of training and development programs and summer staff meeting for SCRC student staff. They will also assist in the planning and preparation of facility needs for the 2025 renovation project.

### Job Qualifications

#### *Required*

- Be at least 18 years of age
- Some facility management and event management experience
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Interest in working and gaining experience within NCAA athletics facilities
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

#### *Preferred*

- Knowledge and/or experience in day-to-day facility operations management
- Experience with staff supervision
- Experience with small and/or large-scale events logistics and operations

### Job Expectations

- Help with supervision of student staff and day to day operations.
- Plan and facilitate student staff trainings.
- Integrated training program – research, create and develop integrated training program to improve the onboarding process and cooperation between operations, aquatics, operations, SCRC programming staff.
- Participate in facility walk through to ensure all facilities are in optimal working order. Checking for general maintenance issues, reporting and assisting in solving those.
- Assist in the support of daily activities, youth camps, events, and visiting campus groups' usage of SCRC.
- Utilize EMS scheduling software, Fusion, Google Docs, Connect 2, and any other software used by our desk staff
- Work with the North Zone Venue Manager in the planning and preparation facility plan for 2025 upcoming construction project.

### Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).



**Apply and Contact**

To apply: please complete the application found at: [www.recreation.ucla.edu/summerinternships](http://www.recreation.ucla.edu/summerinternships).  
Please direct any questions about this position to Staci Snyder at [ssnyder@recreation.ucla.edu](mailto:ssnyder@recreation.ucla.edu)

