

## CRW Supervisor Job Description

Campus Recreation and Wellness consists of three program areas: Recreation Center, Intramurals and Sport Clubs, and Fitness and Wellness. There are three types of Positions: Entry Level, Manager, and Supervisor. Consideration for employment is based on the review of a completed CRW job application and interview, and may vary based upon position and program area.

**Program Area:** Recreation Center

**Supervisor:** CRW Director

**Pay Rate:** \$10 starting pay rate

### **Supervisor Position Description:**

Supervisors are responsible for the overall supervision of their program areas which includes supervising specific programs, the facility, and/or entry level staff. This position requires critical thinking skills and the ability to work independently. Supervisors must work constructively and collaborate with other CRW program areas. Supervisors are expected to maintain an awareness of potential problems while creating a warm and welcoming atmosphere in their particular program area.

### **Specific Responsibilities:**

- Update recreation room, equipment, group exercise, and golf stats
- Do the weekly reports for the security and cleaning maintenance for the Recreational Center.
- Attend all required meetings
- Assist the CRW director in any specific duties for the Recreational Center.
- Check the facility managers and member services reports
- Complete the newly given duties from the CRW department, mainly the director
- File paperwork in the correct spaces allotted in the filing cabinets
- Double-check all completed reports or stats for completeness and accuracy
- If necessary assist with the intramural division for their games
- Catch up with any work that has not been done
- Work with the other supervisors and coworkers to create a better campus recreation for the University of Baltimore
- Work scheduled hours and show up on time for all shifts
- Create manuals and other types of forms for the department