



Campus Recreation Facilities Internship or Co-op

Department: Princeton University Campus Recreation

Reports to: Assistant Director of Campus Recreation, Facilities

Purpose of Position: Campus Rec offers students the opportunity to apply the education and skills obtained in the classroom to "real-life" working situations in the area of Recreational Facilities and Operations. Internships or Co-ops are educational training opportunities for the benefit of the student.

Overall Responsibilities and Learning Outcomes:

Interns or Co-ops are expected to...

- Promote the mission of Princeton Campus Recreation
- Develop transferable skills to be used in multiple employment settings
- Experience and participate in all aspects of the daily supervision of Dillon Gym and the Dillon ID Desk including:
 - Customer Service
 - Issuing patrons all requested equipment and locker assignments
 - Completing all daily building reports, inventory lists, checklists and forms (accident/incident reports)
 - Understanding the importance of and enforcing all departmental policies and procedures
- Assist in program markings including the development and posting of signage
- Assist in the event management of all home varsity athletic matches and University sponsored events held in Dillon Gym
- Complete onsite checks of the facility on a daily basis to gain a better understand of day-to-day facility operation. Tasks to include:
 - Reviewing work orders submitted and preventative maintenance lists
 - Report unfinished items to Asst Dir/Campus Rec, Facilities
 - Perform daily reviews to identify maintenance needs (lights burned out, damage, areas unusually hot/cold, etc.)
 - Reviewing daily housekeeping
 - Complete thorough walkthrough of all areas
 - Communicate maintenance needs
- Grow as a customer service representative of Campus Recreation
- Maintain positive relationships and rapport with members of the facilities
- Perform all other duties as required by Campus Rec professional staff

Qualifications:

- Must be a current undergraduate or graduate student looking for an internship or Co-op opportunity for academic credit
- A desire to pursue a career in campus recreation and/or related sports major
- Strong written, verbal communication and customer service skills
- Must be willing to participate in events/activities during evenings/weekends as required
- Successful completion of Campus Rec internship training
- Valid CPR/First Aid/AED certification

Training: Training will be provided at the beginning of each internship or co-op opportunity. There will also be other staff meetings and training sessions as needed.