



Internship: Perry Field House

Purpose

Assist with the efficient facility management and operations of the Perry Field House (PFH). Primary duties include supervising and working with facility student employees, facility rentals and reservations using management software, supervising special events and ensuring that facilities and equipment are in good working order.

Essential Duties and Tasks

- Coordinate PFH student staff in conjunction with Graduate Assistant (assist Student Supervisor in hiring, training, supervising, disciplining, evaluating).
- Hold monthly meetings with PFH student employees.
- Oversee risk management audits (CPR/AED, First Aid, etc.) for PFH student staff.
- Provide excellent customer service and maintain positive relations and rapport with members of the PFH.
- Assist with facility rentals and scheduling, including proper staffing levels and event set-up.
- Assist with event management and attend special events including tournaments, practices and late night activities.
- Complete evening supervision in the Perry Field House
- Regular use of RecTrac facility management software.
- Familiarity with and competence in PFH policies and operations.
- Monitor and respond to facility suggestion box items.
- Develop and administer a patron use survey.
- Attend professional and student staff meetings.
- Promote the mission of Recreation and Wellness.
- Perform any other duties as required by the professional staff.

Knowledge, Skills and Abilities

- Excellent computer application skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Attention to detail
- Recreation facility management knowledge (higher education experience preferred)
- Creativity
- Higher education experience (preferred)

Requirements

- Active enrollment in a college undergraduate or graduate degree program
- (Preferred) CPR/FA & AED certified

Bowling Green State University

Perry Field House: 801 N. Mercer RD, BG, OH 43403-0028 | **Student Recreation Center:** 1411 Ridge RD, BG, OH 43403-0146
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