

# Woodruff Physical Education Center (WPEC) & Student Activity & Academic Center (SAAC) Camps and Facilities Assistant Job Description

Camp and Facilities Assistants report directly to the Coordinator or Events and Facilities and will interact with facilities staff, lifeguard staff, other student employees, and camp clients. Camp and Facilities Assistants perform a variety of duties to assist with the operations and maintenance of the WPEC and SAAC facilities in relation to camps.

Camp and Facilities Assistants will work approximately 8-10 hours per week. Camp and Facilities Assistant schedules will vary depending on volume and needs of the camp. Working hours typically fall within the range of 8:00am and 8:00 p.m.

## **Responsibilities include, but are not limited to:**

- Assists with coordination for summer camps, clinics and rentals.
  - Maintains information binders for clients and building/professional staff.
  - Coordinates and assist with field lining for rentals.
  - Manages background checks for all clients.
- Inspect WPEC and SAAC tennis courts, outdoor track/bleachers, and other outdoor facilities on a daily basis and perform routine maintenance/cleaning such as windscreen repairs, trash removal, air blow leaves and debris.
- Maintain storage areas in the WPEC/SAAC.
- Support Parking & Traffic with camp drop-off and pick-up.
- Pick-up and deliver supplies off campus.
- Must be willing to work a flexible schedule including nights, weekends and holidays when necessary.
- Additional duties as assigned.

## **Qualifications:**

- Must be an Emory student in good academic standing and maintain a minimum 2.5 GPA.
- Must be able to commit to the summer for dates of employment.
- Must be able to demonstrate attributes of being self-motivated, attention to detail, and being a team player.
- Ability to understand and follow oral and written directions.
- Must be able to perform physical tasks including bending, twisting, and lifting.

## **Other Requirements:**

- Attend all mandatory staff trainings and meetings.
- Attendance at training events is mandatory unless your absence is approved in advance by professional staff.

## **Remuneration:**

- A rate of \$9.00 per hour (before federal and state taxes).

**For additional information please contact:**

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