



Building Supervisor Job Description **(LTE is titled PE/Sports Equip. Area Coord.)**

Program Description:

The purpose of the Recreation Sports program is to provide healthful exercise, promote leisure education, enrich social competence, and develop group loyalty.

Responsibilities:

Responsibilities include working with the Director of Recreation Sports & Facilities to organize and supervise all aspects of the Williams Center recreational sports and facilities programs, including but not limited to building security, policy enforcement, membership sales and services, facility event supervision and set-up, and general knowledge of all sports and equipment associated with these programs and services.

Duties include:

Assist the operations of the Recreation Sports and Facilities programs, including promoting, supervising, and evaluating all facility activities.

Enforce all Williams Center building and program policies and procedures.

Assist in the management of all office functions related to memberships, including sales and services.

Assist with the set-up and take-down of all facility events, including the set-up of equipment and coordination of the Set-Up Crew student staff under the direction of the Grounds Crew Lead.

Secure all building doors for all facility functions and serve as the opener and closer of the building at the start and finish of all building opening/closing shifts.

Maintain effective working relationships with all other student employee facility functions (Intramurals, Club Sports, Athletics, Classes, Lifeguards, Fieldhouse Attendants, Equipment Room Staff, Weight Room Staff, Group Fitness Staff).

Assist in all building emergency functions (fire, weather, security, etc.) and coordinate with University Police.

Act as a first responder to all injuries that arise at any open recreational activities.

Maintain current certifications in First Aid, CPR and AED.

Supervision Received:

General supervision is received from the Director of Recreation Sports & Facilities.

Minimum Qualifications:

Previous employment within the Office of Recreation Sports & Facilities in another student position (Office Assistant, Intramurals, Club Sports, Aquatics, Fitness, Equipment Room, Fieldhouse Attendant, Set-Up/Grounds Crew) or previous experience in other leadership positions.

If interested, please email Therese Kennedy at kennedyt@uww.edu.

Looking for summer building supervisors and building supervisors for the 2025-2026 academic year.