

STUDENT JOB DESCRIPTION

JOB TITLE: Site Coordinator

WORK AREA: Regional Sport Center/Regional Stadium/Bubble

AREA HOURS: 15-20 week

(Indicate in hours the amount of work hours needed per student to accomplish work load.)

JOB RESPONSIBILITIES, DUTIES:

(Careful consideration should be given when assigning roles to students. Access to information, valuable equipment and potential danger that a student could face should be considered.)

- Ensure that the Regional Sports facility is ready for the events of the day.
- Obtain daily schedule and open the appropriate spaces for the upcoming events.
- Make sure facility is set up appropriately for incoming groups and be prepared to convert if there is a group switch. (example: switch from basketball to soccer)
- Lower or raise nets and/or baskets as needed.
- Understand the event to help answer questions or refer to organizers.
- Understand RCTC's policies on taping flyers, driving on sidewalks, use of technology, etc.
- Open doors/locker rooms as needed for renters.
- Help with tables and /or chairs as needed.
- Help with take down and clean-up of facility after event is done
- After event, make sure organizers have all their belongings and you are the last one out of the facility (if last shift). Report to maintenance and/or security that you are finished. Leave radio, event staff windbreaker, and key in designated place. Log events, problems or concerns, billing situations, and any pertinent info for reference.
- Other Duties as assigned

PERFORMANCE EXPECTATIONS/CONDUCT:

(Incorporate RCTC values, service attributes, and core outcomes)

Arrive on time, act as an Ambassador of RCTC and the City of Rochester, Act and dress professional.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

☐ Yes ☒ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

5-6 Academic Year

2 Summer (June-August)

TYPICAL WORK HOURS:

(Check all that apply)

☒ Daytime

☒ Evening

☒ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Bryan Hazelton

Location: Sports Center

Phone: 507-280-2880

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