

Job Title: Indian Creek Supervisor

Supervisor: Coordinator, Indian Creek Recreation Area

Purpose:

The Indian Creek Supervisors are the student assistants who are responsible for the daily operation and supervision of the Indian Creek Recreation Area. Indian Creek Supervisors enforce policies, report equipment problems, assist patrons with reservation needs, and maintain cleanliness of all IRCA spaces.

Specific Duties and Responsibilities:

- Greet and welcome patrons to the property.
- Enforce policies and procedures in the Lodge and surrounding areas.
- Answer phones and/ or refer questions from patrons.
- Complete the set-up and tear-down of events including the handling and arranging of tables, chairs, and basic Audio/Visual equipment.
- Complete comprehensive post-event inspections.
- Responsible for the overall security of the 16-acre property.
- Maintain cleanliness of Lodge (primary) as well as the Red House, Outpost, and Cottage.
- Assist Challenge Program Facilitators and Lifeguards with their responsibilities.
- Provide information and tours to drop-in guests.
- Attend monthly staff meetings and in-service training sessions
- Must interact with the patrons as an ambassador of Recreational Services. Maintain a professional, attentive presence.
- Perform other duties as assigned by the immediate supervisor.

Knowledge, Skills and Abilities:

- Current certification in CPR and First Aid.
- Previous customer service experience preferred.
- **Ability to work independently.**
- Basic knowledge of technology and equipment provided in these areas.
- **Excellent customer service attitude, self-starter, trustworthy, and someone who can be responsible.**
- Ability to effectively communicate verbally and written.
- Ability to troubleshoot and problem solve various situations.

Minimum Georgia State University Hiring Standard:

- Currently enrolled as a student at Georgia State University

Employment Hours:

Please note: this position requires evening and weekend work hours.