



APPALACHIAN STATE UNIVERSITY
University Recreation (UREC)
Broadstone Supervisor

The **Broadstone Supervisor** is primarily responsible for the overall supervision of the facilities at Broadstone, student personnel, participants, and UREC programs while they are on duty. They are also responsible for enforcing all rules and regulations for the operation of the facility under the prescribed operating procedures. They will have to perform set up/break down of areas, conduct general maintenance items, provide quality customer service to groups and participants, take control in emergency situations, and answer inquiries.

Supervisor: This position reports directly to **Coordinator of Outdoor Programs**.

Hours: The **Broadstone Supervisor** will work as needed based on when Camp Broadstone is being used during the year.

Salary: \$ 11.25 per hour.

You will succeed at UREC if you are committed to:

- Explore to find the best of you
- Bring your positive and constructive attitude
- Connect with others
- Be a team player
- Embrace and inspire an inclusive, vibrant, active, and healthy community
- Work in a flexible schedule that may require some evenings, weekends, and designated holidays

Join our team

Appalachian State University (App State) invites interested applicants for the position of **Broadstone Supervisor** to become a part of the University Recreation (UREC) team as we facilitate an inclusive environment where recreation and wellness opportunities transform, engage, and care for the App State community.

Who we are

UREC fosters healthy lifestyles for lifelong wellbeing. You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and inclusion, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community. At UREC we believe in an equitable UREC community with opportunities for everyone, with everyone. Learn more about us at this [link](#).

Responsibilities include, but are not limited to:

- Open and close the facility before and after use.
- Greet participants and groups and provide them with instructions/information about the facility.
- Check all doors to ensure security, observe equipment for defects, observe participants for misuse of equipment or inappropriate conduct, periodically check areas for problems, and general encouragement of participants.
- Ensure groups have taken proper use and care of equipment and cleanliness of facilities throughout their contracted stay.
- Take responsibility for all keys that access all doors and areas at the facilities.
- Ensure that a safe and equitable environment always exists for all participants.
- Handle and report accidents, injuries, and emergency situations.
- Ensure that all participants follow operating and usage policies.
- Collect waivers and other paperwork from the group.
- Oversee preparation, usage, and clean-up for special events and other specific programming (includes campfires).
- Be able to complete tasks efficiently and without very close supervision.
- Be a supportive team player and leader for University Recreation.
- Other duties as assigned.

Required qualifications:

- CPR/AED, First Aid Certification or ability to obtain within 21 days of first day of employment (UREC will provide this training upon hire)

We are committed to facilitate your learning journey and create unique opportunities for your career and self development in the following areas*:

- Self-awareness
- Communication
- Critical Thinking
- Equity, Diversity, and Inclusion
- Leadership
- Professionalism
- Teamwork
- Health & Wellbeing

* Reprinted courtesy of the [National Association of Colleges and Employers](#)

How to apply:

- To apply for positions, please visit our [website](#).
- If you would like to speak with someone about employment opportunities, please call (828) 262-8411 or email norrisjw1@appstate.edu

Please be aware that to be eligible for student employment with UREC, you must be a current student enrolled at Appalachian State University and in good academic standing.

Office of Disability Resources Accommodations: Appalachian State University is

committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828.262.3056 or odr.appstate.edu)

AA/EEO Statement: Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.