Risk Management Program Assistant  
SSU Campus Recreation  
Position starts January 2017, Summer optional

The Risk Management Program Assistant role is to assist with coordinating safety and risk management within the Recreation Center and all of its programs. This includes and is not limited to, developing and providing coordination of safety and risk management trainings, practices and record keeping.

Overview of Responsibilities:

• Represent the Campus Recreation Program in a professional manner with an extensive knowledge of Campus Recreation Programs.
• Uphold the Campus Recreation mission and principles
• Provide a welcoming, friendly, upbeat and customer service oriented environment for staff and participants.
• Assist in providing a safe and responsible operation of Recreation Center facilities at all times.
• Review plans that strive for safe and responsible operation of Campus Recreation programs and facilities at all times.
• Provide coordination of training in CPR, AED and First Aid certifications, as well as any other needed safety trainings. Maintain current database of the certifications.
• Assist with the development of the Risk Management Manual.
• Evaluate and keep up to industry standard the emergency response plans for the staff, the emergency evacuation plans and details of how staff members are to respond in a specific type of emergency.
• Organization of all First Aid supplies, including kits and restocking items, and tracking inventory.
• Collect Incident and Accident Reports, conduct follow up calls, maintain archives of these forms and maintain database of Incident and Accident Reports.
• Assist in scheduling emergency practice drills and maintaining records of those conducted.
• Attend and participate in all meetings, workshops, trainings and retreats required by this position.
• Create and distribute a Campus Recreation Staff 411 inclusive of all program updates and a risk management facts

Qualifications:

• Currently enrolled Sonoma State University student
• CPR, AED and First Aid certification or the willingness to acquire
• CPR, AED and First Aid instructor training preferred
• Previous knowledge of risk management in recreation facilities
• Ability to teach and provide peers with feedback
• Ability to provide positive customer service
• Ability to organize and file records
• Awareness of safety concerns and risk management
• Excellent oral and written communication skills
• Reliable, self-motivated, and able to make decisions based on Campus Recreation guiding principles

Compensation:

• Programmer Pay Rate - $12.25 hour
• CPR Instructor Pay Rate - $20 hour
• Various training and professional development opportunities through Campus Rec
How to Apply:

Please submit a Cover Letter, Resume, Application for Student Assistant Employment (found at http://www.sonoma.edu/campusrec/about/employment/index.html) as well as typed answers to the below questions no later than February 3, 2017.

Electronic – Kostantinos Efstatiou efstathi@sonoma.edu

Hard Copy – William Pace’s box Glacier Bay Office Recreation Center 2nd floor.

Thank you for your interest in this position!

Application Questions:

1. What is your expected graduation date?
2. What is your Major?
3. Why do you want to be the Risk Management Student Assistant?
4. How does your experience prepare you for this position?
5. Why do you think Risk Management is important to Campus Rec and the SSU community?
6. If hired, what could you bring to this position?
7. Please describe a first-hand experience where you worked well in a team scenario.
8. What does sustainability mean to you, and how do you feel sustainability and environmental education are incorporated into this program?
9. Please add any additional information you feel may be appropriate.