**URC Arena Attendant**

URC Arena Attendant will work under the direct supervision of the URC Manager. Duties may include but are not limited to :

* Monitoring all participants and activities within the URC Arena at all times
* Enforce Arena rules at all times to ensure safety
* Assist injured patrons by providing First Aid/CPR/AED
* Ability to fill out incident reports when needed
* Drive the Zamboni to assist with maintenance of the Arena surfaces
* Keep ice resurfacer and arena storage rooms clean and organized
* Maintain, inspect and issue recreational equipment (ice skates, gear, helmets, basketballs, etc…)
* Lock and unlock arena locker rooms as needed per activity schedule
* Perform other related duties as assigned

This position will report to URC and Director of URC

This position will work up to 19 hours per week and requires some nights and weekends.

**Minimum Qualifications**

Applicants must have excellent customer service and interpersonal skills.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in-person, or electronic communications.

Applicants must be able to work independently, reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction, follow guidance, and complete work unsupervised in a timely manner.

Must have a valid driver license

**Preferred Qualifications**

Basic First Aid/CPR/AED Certified

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

 **Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities**

**Salary Range A**