

Department of Recreational Services  
Job Description

**STUDENT RECREATION COUNCIL – PRESIDENT**

**TITLE:** Student Recreation Council President

**CERTIFICATIONS:**

- First Aid/CPR/AED for the Professional Rescuer

**REQUIREMENTS:**

- Must carry at least 3 credit hours and have passed 6 or more credit hours the previous semester
- Must have a 2.25 cumulative grade point average (4 point scale)
- Must have at least 75 working hours with the Department of Recreational Services
- Must attend all SRC meetings, special events, student staff trainings/orientations, and other university functions as assigned

**RESPONSIBILITIES:**

The President shall have the power to establish and maintain operation procedures, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the council. The President is also responsible for the following:

- Assign specific duties to other officers regarding special events programs
- Assign other officers to represent and communicate with other organizations
- Meet with the Director of Recreational Services between council meetings
- Act as a liaison between the Student Recreation Council and the Director of Recreational Services
- Counsel or replace officers failing to fulfill their responsibilities
- Insure department's representation at all major campus events/functions
- Preside over all meetings
- Support and promote the programs, activities, and mission of the Department of Recreational Services
- Solicit committee help from student staff
- Work alongside administrators as needed
- Remain visible to all student employees of the department
- Promote the Student Recreation Council to become well-known and respected on campus

**HOURS:** The Co-President must work at least one shift in his/her area in addition to SRC hours and must maintain no more than 28 hours per week, consistent with university policy.

**APPEARANCE AND DRESS:** The Student Recreation Council President will be neatly attired in the SRC shirt, khaki pants/shorts, and a nametag while working office hours and for all staff training, special events, and university functions. When working in his/her area, the Co-President will wear the appropriate color of shirt, khaki pants/shorts, and a nametag.

**SUPERVISOR:** The Student Recreation Council President's immediate supervisor is the Director of the Department of Recreational Services.

Department of Recreational Services  
Job Description

**STUDENT RECREATION COUNCIL – VICE PRESIDENT**

**TITLE:** Student Recreation Council Vice President

**CERTIFICATIONS:**

- Current First Aid/CPR/AED

**REQUIREMENTS:**

- Must carry at least 3 credit hours and have passed 6 or more credit hours the previous semester
- Must have a 2.25 cumulative grade point average (4 point scale)
- Must have at least 75 working hours with the Department of Recreational Services
- Must attend all SRC meetings and special events, student staff trainings/orientations, and other university functions as assigned

**RESPONSIBILITIES:**

The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President. The Vice President shall also be responsible for the following:

- Attend meetings with the marketing coordinator as needed
- Coordinate the annual brick campaign
- Attend meetings with the Director as needed
- Help President coordinate all Student Recreation Council special events and university functions
- Coordinate all SRC elections by setting up interview times and call backs
- Support and promote the programs, activities, and mission of the Department of Recreational Services
- Promote the Student Recreation Council to become well-known and respected on campus
- Solicit committee help from student staff as needed
- Remain visible to all student employees of the department

**HOURS:** The Vice President must work at least one shift in his/her area in addition to SRC hours and must maintain no more than 28 hours per week, consistent with university policy.

**APPEARANCE and DRESS:** The Student Recreation Council Vice President will be neatly attired in the SRC shirt, khaki pants/shorts, and a nametag while working office hours and for all staff training and special events and university functions. When working in his/her area, the Vice President will wear the appropriate color of shirt, khaki pants/shorts, and a nametag.

**SUPERVISOR:** The Student Recreation Council Vice President's immediate supervisor is the Director of Recreational Services.

Department of Recreational Services  
Job Description

**STUDENT RECREATION COUNCIL – MARKETING AND SPECIAL EVENTS  
COORDINATOR**

**TITLE:** Student Recreation Council Marketing and Special Events Coordinator

**CERTIFICATIONS:**

- First Aid/CPR/AED for the Professional Rescuer

**REQUIREMENTS:**

- Must carry at least 3 credit hours and have passed 6 or more credit hours the previous semester
- Must have a 2.25 cumulative grade point average (4 point scale)
- Must have at least 75 working hours with the Department of Recreational Services
- Must attend all SRC meetings, special events, student staff trainings/orientations, and other university functions as assigned

**RESPONSIBILITIES:**

The Marketing and Special Events Coordinator is responsible for the promotion and marketing of the council's activities and events. The Marketing and Special Events Coordinator is also responsible for the following:

- Act as liaison to the marketing area and the Marketing Coordinator
- Attend marketing staff meetings as needed
- Develop new marketing ideas for events the Student Recreation Council initiates (i.e. Employee Appreciation, Annual Banquet, Staff Olympics, community service initiatives, etc.)
- Develop and implement marketing collateral required for the Student Recreation Council special events and other departmental functions (i.e. newsletters, invitations, letters of recognition, videos, pictures, etc.)
- Support and promote the programs, activities, and mission of the Department of Recreational Services
- Solicit committee help from Recreational Services staff for events
- Promote the Student Recreation Council to become well-known and respected on campus
- Maintain visibility and communication with all student employees of the department

**HOURS:** The Marketing and Special Events Coordinator must work at least one shift in his/her area in addition to SRC hours and must maintain no more than 28 hours per week, consistent with university policy.

**APPEARANCE AND DRESS:** The Student Recreation Council Marketing and Special Events Coordinator will be neatly attired in the SRC shirt, khaki pants/shorts, and a nametag while working office hours and for all staff training, special events, and university functions. When working in his/her area, the Marketing and Special Events Coordinator will wear the appropriate color of shirt, khaki pants/shorts, and a nametag.

**SUPERVISOR:** The Student Recreation Council Marketing and Special Events Coordinator's immediate supervisor is the Director of the Department of Recreational Services.

Department of Recreational Services  
Job Description

**STUDENT RECREATION COUNCIL – COMMUNITY SERVICE AND OUTREACH  
COORDINATOR**

**TITLE:** Student Recreation Council Community Service and Outreach Coordinator

**CERTIFICATIONS:**

- First Aid/CPR/AED for the Professional Rescuer

**REQUIREMENTS:**

- Must carry at least 3 credit hours and have passed 6 or more credit hours the previous semester
- Must have a 2.25 cumulative grade point average (4 point scale)
- Must have at least 75 working hours with the Department of Recreational Services
- Must attend all SRC meetings, special events, student staff trainings/orientations, and other university functions as assigned

**RESPONSIBILITIES:**

The Community Service and Outreach Coordinator shall be responsible for developing relationships with the various agencies, clubs, and organizations within Portage County and the surrounding communities. The Community Service and Outreach Coordinator is also responsible for the following:

- Search for departmental community service projects and bring them to the council for approval
- Develop and implement the community service events approved by the council
- Coordinate all fundraising activities
- Solicit committee help from Recreational Services staff and encourage student and community involvement
- Support and promote the programs, activities, and mission of the Department of Recreational Services
- Work with departmental Marketing Coordinator and area administrators to field community service requests
- Promote the Student Recreation Council to become well-known and respected on campus
- Maintain visibility and communication with all student employees of the department

**HOURS:** The Community Service and Outreach Coordinator must work at least one shift in his/her area in addition to SRC hours and must maintain no more than 28 hours per week, consistent with university policy.

**APPEARANCE AND DRESS:** The Student Recreation Council Community Service and Outreach Coordinator will be neatly attired in the SRC shirt, khaki pants/shorts, and a nametag while working office hours and for all staff training, special events, and university functions.

When working in his/her area, the Community Service and Outreach Coordinator will wear the appropriate color of shirt, khaki pants/shorts, and a nametag.

**SUPERVISOR:** The Student Recreation Council Community Service and Outreach Coordinator's immediate supervisor is the Director of the Department of Recreational Services.

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Job Description

**STUDENT RECREATION COUNCIL – SECRETARY/TREASURER**

**TITLE:** Student Recreation Council Secretary/Treasurer

**CERTIFICATIONS:**

- First Aid/CPR/AED for the Professional Rescuer

**REQUIREMENTS:**

- Must carry at least 3 credit hours and have passed 6 or more credit hours the previous semester
- Must have a 2.25 cumulative grade point average (4 point scale)
- Must have at least 75 working hours with the Department of Recreational Services
- Must attend all SRC meetings, special events, student staff trainings/orientations, and other university functions as assigned

**RESPONSIBILITIES:**

The Secretary/Treasurer shall keep an accurate and detailed record of all meetings and affairs, and send all official correspondence from the council. After collaboration with the Co-Presidents, the Secretary/Treasurer shall distribute funds in accordance with the financial rules and regulations of the University and the laws of the State of Ohio. The Secretary/Treasurer shall make a financial report at council meetings when necessary. The Secretary/Treasurer is also responsible for the following:

- Record minutes of all meetings and create and upload the document to the R drive within two working days
- Compile all correspondence and other pertinent information in the secretary's notebook, continuing the history of the council's activities
- Work with Co-Presidents and the Business Manager to see that the budget is spent in accordance with university policies and procedures
- See that all payment vouchers signed by the Co-Presidents are within the allocated budget
- Work closely with the Business Manager to insure appropriate use of p-cards and budgeted funds
- Support and promote the programs, activities, and mission of the Department of Recreational Services
- Promote the Student Recreation Council to become well-known and respected on campus
- Remain visible to all student employees of the department

**HOURS:** The Secretary/Treasurer must work at least one shift in his/her area in addition to SRC hours and must maintain no more than 28 hours per week, consistent with university policy.

**APPEARANCE AND DRESS:** The Student Recreation Council Secretary/Treasurer will be neatly attired in the SRC shirt, khaki pants/shorts, and a nametag while working office hours and for all staff training, special events, and university functions. When working in his/her area, the Secretary/Treasurer will wear the appropriate color of shirt, khaki pants/shorts, and a nametag.

**SUPERVISOR:** The Student Recreation Council Secretary/Treasurer's immediate supervisor is the Director of the Department of Recreational Services.

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Job Description

**STUDENT RECREATION COUNCIL – TRAINING AND DEVELOPMENT LIAISON**

**TITLE:** Student Recreation Council Training and Development Liaison

**CERTIFICATIONS:**

- First Aid/CPR/AED for the Professional Rescuer

**REQUIREMENTS:**

- Must carry at least 3 credit hours and have passed 6 or more credit hours the previous semester
- Must have a 2.25 cumulative grade point average (4 point scale)
- Must have at least 75 working hours with the Department of Recreational Services
- Must attend all SRC meetings, special events, student staff trainings/orientations, and other university functions as assigned

**RESPONSIBILITIES:**

The Training and Development Liaison shall be responsible for assisting the Training and Development staff with the implementation of student staff trainings for the Fall and Spring semesters. The Training and Development Liaison is also responsible for the following:

- Attend training and development meetings as needed
- Report to the council regarding their tasks with student staff training days
- Manage awards for customer service initiatives
- Develop and implement Staff Olympics to build camaraderie among department areas
- Support and promote the programs, activities, and mission of the Department of Recreational Services
- Solicit committee help from student staff as needed
- Promote the Student Recreation Council to become well-known and respected on campus
- Remain visible to all student employees of the department

**HOURS:** The Training and Development Liaison must work at least one shift in his/her area in addition to SRC hours and must maintain no more than 28 hours per week, consistent with university policy.

**APPEARANCE AND DRESS:** The Student Recreation Council Training and Development Liaison will be neatly attired in the SRC shirt, khaki pants/shorts, and a nametag while working office hours and for all staff training, special events, and university functions. When working in his/her area, the Training and Development Liaison will wear the appropriate color of shirt, khaki pants/shorts, and a nametag.

**SUPERVISOR:** The Student Recreation Council Training and Development Liaison's immediate supervisor is the Director of the Department of Recreational Services.