

## **Flynn Recreation Complex – job opportunities**

The Plex offers many opportunities for student employment. If you are interested in a position at The Plex, you will need to attend one of our job recruitment/info sessions, at which time you will receive information on all positions and will have the opportunity to fill out an application. For additional jobs and information our web site is [www.bc.edu/plex](http://www.bc.edu/plex)

### **Upcoming Recruitment/Information Sessions:**

Summer 08 Employment: Monday, March 24th 2-2:45 PM

Fall 08 Employment: Friday, April 25th 3-3:45 PM

### **DOOR ATTENDANT**

**Job Description:** Maintain security of the building by monitoring the front desk, making sure everyone has a valid BC ID. Responsible for being familiar with the staff and programs to direct and help our members.

**Requirements:** Must have excellent interpersonal skills, and courteous and helpful nature. Must be able to communicate clearly to our members.

**Openings:** Summer: 5/18/08 – 8/30/08  
Academic Year: 8/310/08 – 5/16/2009

### **FACILITY SUPERVISOR**

**Job Description:** Responsible for overseeing the safety and security of the facility in the evenings and on weekends as follows; supervises student and non-student instructors ensuring they arrive for work and fulfill their job responsibilities; reviews daily schedules; responds to and effectively handles all emergencies.

**Requirements:** Customer service skills; must have interpersonal and diplomacy skills and be able to handle multiple tasks at once; must have CPR and First Aid certification.

**Openings:** Summer: 5/18/08 – 8/30/08  
Academic Year: 8/310/08 – 5/16/2009

### **MEMBER SERVICE ATTENDANT**

**Job Description:** Responsible for greeting and assisting new members. Answering phones, selling memberships, locker rentals and equipment. Assist members and guests with program information and registration; troubleshooting membership problems; Maintaining spreadsheets and general office work.

**Requirements:** Must have excellent interpersonal skills, courteous, helpful and patient. Must be proficient with Microsoft systems with a strong focus on Excel

**Openings:** Summer: 5/18/08 – 8/30/08  
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