# Lafayette Recreation Services Supervisor Application

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| Employee Demographic Information |
| **Employee Name**: |                                          | **Date of Birth(mm/dd):**       |
|  |
| **Plans to study abroad** [ ]  Yes [ ]  No If yes, when            **Year of Grad:**            |
| **Campus Box #:**       **Primary Phone #:**       **E-Mail Address:**        |
|  |
| **Shirt Size:** \_\_\_\_\_\_ |
| General Job Description: Assistant Facility Supervisor |
| Time requirements: An assistant facility supervisor is responsibility for working 3-4 scheduled hours per week which are consistent for the entire semester. In addition, there are group training sessions, in-services sessions, and individual employee training sessions for which you are paid per hour as needed. Supervisors are required to attend a staff meeting every other week. Responsibilities: Assist with training and supervise entry level employees by coaching, mentoring and following up with them in regard to fulfilling their responsibilities and providing good customer service. Provide supervision of the facility as a whole by doing building rounds. Maintain the facility schedule by entering conformations and posting the updated schedule, help facilitate programs and classes by serving as a liaison between participants and class instructors, and enter data on various programs and facility use a way to track use. In addition, the positions maintains equipment inventory at the reception desk and help with overnight equipment loans.  |
| Applicant information |
| 1. Why do you want to take on the responsibility of becoming a supervisor?

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| For OFFICE Use Only |
| Date Replied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Scheduled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |