



**Department of
Athletics and Recreation**

APPLICATION INFORMATION:

- All interested applicants must submit a departmental application in person to the Staffing and Payroll Coordinator (resumes are not needed). Applications are only available from Smith Center 203 during business hours.
- If applying for the lifeguard position, you will need to submit copies of your current Lifeguard and CPR certifications.
- Please attach a detailed class schedule and note any other times you will not be available to work (i.e. sport practices, club meetings, religious and family obligations).
- Please keep in mind that the facilities are open long hours (6a/7a to 12a/1a) Most shifts available to new hires will occur during the morning hours.
- Event shifts are scheduled based on the Athletic Department event calendar, thus ranging week to week and hour to hour. Regardless, shifts are held between hours similar to those of the facilities. Shifts are offered on a first come, first serve basis.
- Applications will first be available to students participating in Federal Work Study Program. Applications for non-work study students will be available on 9/14/06

POSITION DESCRIPTIONS:

- LIFEGUARD: Starts at \$7.00/hour. Positions available at the Charles E. Smith Center and Lerner Health and Wellness Center lap pools. Lap swim times will be covered by two guards. Fitness Classes will be covered by one guard. Shift times can range from one hour to four hours. Must report to regularly scheduled shifts on a weekly basis for the semester. Schedules are readjusted to reflect new semester classes. Note: LHWC subject to change based on departmental reorganization.
- DESK POSITIONS: Starts at \$7.00/hour. Positions available at the Charles E. Smith Center, Lerner Health and Wellness Center, and Mt. Vernon Athletic Complex. Positions include the equipment issue, access control and tennis attendant (MVAC only) areas. Duties include but are not limited to checking ID's, answering telephone calls, taking reservations, preparing laundry, issuing equipment such as locks and towels, and fielding patron questions and concerns. Shift times on average range from two to six hours. Must report to regularly scheduled shifts on a weekly basis for the semester. Schedules are readjusted to reflect new semester classes. Note: LHWC subject to change based on departmental reorganization
- EVENT STAFF: Starts at \$7.00/hour. Shifts are offered on a per event sign up basis for intercollegiate events (i.e. basketball, soccer, volleyball, etc.) and special events (i.e. concerts, comedy shows, charity events) held in the Charles E. Smith

Center and Mt. Vernon Athletic Complex. Positions include ushers, ticket takers, security staff and logistic assistants. Shifts may be held before or after (set up and take down for event) or during events and may include some manual labor. Event Staff are required to work at least one shift a week during basketball season. Note: We are looking for individuals with knowledge of volleyball to work at various tasks at the scorer's table. If interested, please contact Beth Penfield (contact information below).

HIRING REQUIREMENTS:

- Upon receiving confirmation that you are being hired, you must meet with the Staffing and Payroll Coordinator to complete the hiring process BEFORE your first shift.
- New hires must complete necessary tax and work eligibility paperwork (W-4, DC withholding, etc.) at the GW Career Center (Old Main, 1922 F St NW). Note: you will need certain forms of identification to do so. Please refer to the I-9 form (enclosed) for a list of accepted documents so that you may plan accordingly in advance.
- New hires must submit the I-9 receipt they received from the Career Center to the Staffing and Payroll Coordinator in Smith Center 203 BEFORE your first shift.
- Time reporting instructions will be given by direct supervisor during first shift.
- Training will be coordinated by your direct supervisor.

DEPARTMENTAL CONTACTS:

Staffing and Payroll Coordinator

(Contact for applications, hiring/payroll paperwork, event staff and office assistants)

Lauren Adams, athstaff@gwu.edu, (202) 994-5959

Event Manager

(Supervisor for all events through the Athletic Department)

Beth Penfield, bpenner@gwu.edu, (202) 994-2582

Charles E. Smith Center Operations Supervisor

(Contact for desk positions and lifeguards in the Smith Center once hired)

Kevin Huckel, khuckel@gwu.edu, (202) 994-1141

Mt. Vernon Athletic Complex Operations Supervisor

(Contact for desk positions at the MVAC once hired)

Mike Gill, mgill@gwu.edu, (202) 242-6742

Lerner Health and Wellness Center Equipment Coordinator

(Contact for desk positions and lifeguards at the LHWC once hired)

Joe Pack, jrpckjr@gwu.edu, (202) 994-1744* this is the number for the Equipment Issue Desk

*Note: subject to change with departmental reorganization.

All initial applicants must first submit an application to Lauren Adams in Smith Center 203. After applications have been received, they will be forwarded to the appropriate facility to see if scheduling needs fit individuals' availability.