

## Des Moines Area Community College - Internship



**Department:** Campus Recreation

**Reports to:** Campus Recreation Coordinator

**General overview of position:** Assist in the daily supervision and management of the DMACC Campus Recreation Center, provide strong customer service, and provide strong facility management.

### **Overall Responsibilities:**

- Daily supervision of the Campus Recreation Center
- Work all scheduled shifts
- Issue all patrons requested equipment and locker assignments
- Use the Accountability Manager System
- Use Avigilon Control Center Client System
- Use [www.imleagues.com](http://www.imleagues.com) website
- Complete all daily procedures, checklists, and forms (accident/incident reports)
- Complete onsite checks of the facility on an hourly basis
- Assist in the in the development and posting of signage and program marketing
- Review work orders submitted and preventative maintenance lists
- Review daily housekeeping (communicate maintenance needs)
- Enforce all departmental policies and procedures
- Provide excellent customer service
- Maintain a positive rapport with the DMACC Campus Recreation Center Members
- Report employee misconduct, tardiness or other performance related concerns
- Maintain/Update Facebook, Twitter and department Blog pages
- Track daily member usage
- Plan bi-weekly staff meetings
- Perform all other duties as assigned

### **Qualifications:**

- A desire to pursue a career in Campus Recreation and/or related sports major
- Strong written, verbal communication and customer service skills
- Dedicated, motivated, self-directed with a strong work ethic, strong decision making abilities and leadership skills
- Must be willing to work evening/weekends as required
- Experience with computer programs Microsoft Excel, Word, Power Point and Publisher

**Training:**

- Training will be provided at the beginning of each semester. There will also be mandatory staff meetings and other training sessions (i.e. First Aid, CPR, AED Certifications) as needed.

**Payment and Compensation:**

The internship will last one semester in length at the current Gym Supervisors rate. Interns will be paid for 20-25 hours per week. Any additional hours worked will be unpaid.

**Application Process:**

To apply, email a cover letter, resume, list of internship requirements and three professional references in one document (PDF preferred) to: [arnelson@dmacc.edu](mailto:arnelson@dmacc.edu). Review of applications will begin immediately and positions will remain open until filled. Questions regarding the position should be directed to Andy Nelson, Campus Recreation Coordinator at [arnelson@dmacc.edu](mailto:arnelson@dmacc.edu). All applicants will be considered and we will contact selected individuals for a phone interview. After the interview process is complete we will select one individual to intern for the semester.

**About DMACC:**

Des Moines Area Community College is a publicly supported two-year institution serving the Des Moines metropolitan area and surrounding counties. The College District includes all or major portions of Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story and Warren counties and minor parts of 11 adjacent counties. It encompasses 6,560 square miles or about 11 percent of the land area of the state. Approximately 20 percent of the state's population resides within the district. It operates in the same geographical boundaries as Heartland Area Education Agency 11.

Des Moines Area Community College was officially created March 18, 1966, and was designated as Merged Area XI. A nine member Board of Directors was elected and formally installed that same year.

The College was established after extensive studies had indicated the need for such an institution. Leading figures throughout the College's District combined their talents and resources to assure proper planning for the College.

In 1968, the Board of Directors adopted Des Moines Area Community College as the official name of the institution. The first classes were held at the new Ankeny Campus location in 1968. Administrative and operational control of Boone Junior College was assumed in 1969 and Carroll Campus in Carroll, Iowa was initiated in 1979. The Urban Campus began operation in metropolitan Des Moines in 1972, and a new facility was constructed at Seventh and Laurel in 1980. The first classes were held in the fall of 1993 at Newton Polytechnic as a result of the cooperative effort of the Maytag Corporation, Iowa State University, the City of Newton, and the DMACC Foundation. In October 2001, the state-of-the-art technology facility, West Campus, opened in West Des Moines.

Paul Lowery was the first superintendent/president of the College. Joseph A. Borgen served 20 years as president from 1981 until his retirement in 2001. David England, was president of DMACC in October, 2001 until his resignation in March, 2003. Robert Denson became our current president in November 2003.

**Please sign below if you have read and agree to the terms above:**

**Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Links:**

Des Moines Area Community College: [www.dmacc.edu](http://www.dmacc.edu)

Des Moines Area Community College Campus Recreation:

<http://go.dmacc.edu/campusrecreation/pages/welcome.aspx>

City of Ankeny: [www.ankenyiowa.gov](http://www.ankenyiowa.gov)

National Intramural Recreation Sports Association (NIRSA): [www.nirsa.org](http://www.nirsa.org)