



UC SAN DIEGO
RECREATION

2025 Calendar Year



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AQUATICS

Swim and Dive Instructor

2025 AQUATICS

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

The **Swim Instructor** works within the aegis of the UCSD Recreation Department and represent the Department's overall mission, vision, and values as they impart sequential activity techniques and curricula in a wide array of activities to a broad segment of the university community.

Primary Functions

Level 1 4940/STDT REC1 Payrate: \$18.75

Private Lesson 4260/STDT REC2 Payrate: \$36.00

Participation in Aquatics Department Instructor certification training.
Shadowing and assisting aquatics instructors

Level 2 4940/STDT REC1 Payrate: \$19.25

Those of Swim and Dive Instructor – Level 1 *plus*

CPR, AED and Standard First Aid certifications.

Successful completion of Aquatics Department Instructor certification training.
and/or related and accepted experience.

Instruct all levels both adults and children of the UCSDX community.

Follow established curriculum.

Demonstrate proper techniques and styling to all levels of participants.

Critique and give feedback to participants regarding their individual programs.

Level 3 4940/STDT REC1 Payrate: \$20.25

Those of Swim and Dive Instructor – Level 2 *plus*

Assist in the enforcement of program safety protocols.

Provide feedback on facility/equipment challenges.

Level 4 4940/STDT REC1 Payrate: \$22.75

Those of Swim and Dive Instructor – Level 3 *plus*

Assess teaching environment and communicate needs to program coordinator.

Teach intermediate to advanced skills curriculum.

Assist with hands-on training at instructor in-services.

Design and implement activity specific curriculum.
Assist with program leadership to include by not limited to administrative needs.

Level 5 4260/STDT REC2 Payrate: \$24.75

Those of Swim and Dive Instructor – Level 4 *plus*
May participate in interview panels.
Work with instructors in a mentoring capacity.
Assist instructors with challenging classes.

Qualifications

Must be able to move up to 50 lbs.
Must pay UCSD student services fees each quarter working.
Must follow departments youth protection, engagement, and safety requirements.
Must be organized, friendly and outgoing.
Must be personable, comfortable with public contact and speaking before small and large groups.
Must be able to communicate clearly and effectively to a broad variety of people.
Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.
Desire to improve their skills and teaching delivery.
Must be able to represent the department in a well-organized and informed manner.
Must be independent and reliable.
Ability to recognize and respond to conflicts while maintaining a calm working environment.
Attend and participate in all staff meetings and training sessions.
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.
Position must pass a background check.
Position is considered a CANRA mandated reporter.
This position will be required to take and maintain the university's compliance training courses.

Prefer

Practitioner/competitor with minimal teaching experience.
Completion of a training program in specific activity/sport.
Competitor experience in specific activity/sport.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

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The **Surf Instructor** works within the aegis of the UCSD Recreation Department and represent the Department's overall mission, vision, and values as they impart sequential activity techniques and curricula in a wide array of activities to a broad segment of the university community.

Primary Functions**Level 1 4940/STDT REC1 Payrate: \$18.75****Private Lesson 4260/STDT REC2 Payrate: \$36.00**

Participation in Surf Instructor certification training.

Instructor all levels of participants.

Shadowing and assisting aquatics instructors.

Level 2 4940/STDT REC1 Payrate: \$19.25

Those of Surf Instructor – Level 1 *plus*

Successful completion of Dive Instructor certification training and/or related and accepted experience.

Instruct all levels both adults and children on of the UCSD community.

Follow established curriculum.

Demonstrate proper techniques and styling to all levels of participants.

Critique and give effective feedback to participants regarding their individual programs.

Level 3 4940/STDT REC1 Payrate: \$20.25

Those of Surf Instructor – Level 2 *plus*

Assist in the enforcement of program safety protocols.

Provide feedback on facility/equipment challenges.

Level 4 4940/STDT REC1 Payrate: \$22.75

Those of Surf Instructor – Level 3 *plus*

Assess teaching environment and communicated needs to program coordinator.

Teach intermediate to advanced skills curriculum.

Assist with hands-on training at instructor in-services.

Design and implement activity specific curriculum.

Assist with program leadership to include by not limited to administrative needs.

Level 5 4260/STDT REC2 Payrate: \$24.75

Those of Surf Instructor – Level 4 *plus*

May participate in interview panels.

Work with instructors in a mentoring capacity.

Assist instructors with challenging classes.

Qualifications

Must be able to move up to 50 lbs.

Must pay UCSD student services fees each quarter working.

Must follow departments youth protection, engagement and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Position must pass a background check.

Position is considered a CANRA mandated reporter.

This position will be required to take and maintain the university's compliance training courses.

Prefer

Practitioner/competitor with minimal teaching experience.

Completion of a training program in specific activity/sport.

Competitor experience in specific activity/sport.

Desired Skills

Oral, written, & digital communication

Teamwork & cross-cultural collaboration

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The **CPR and First Aid Instructor** instructs all levels of First Aid, CPR and AED to the UCSD community as part of the non-credit classes of Campus Recreation. Instruct classes according to certifying body guidelines, administer appropriate written and skills test to participants, and award certificates to those who pass. Clean mannequins after use by class participants.

Primary Functions**Level 1 4940/STDT REC1 Payrate: \$20.25**

An instructor with a nationally recognized and current CPR and First Aid Instructor Certification (American Red Cross/American Heart Association). Demonstrated ability to provide instruction-based program. Critique and give effective feedback to participants regarding their individual progress.

Level 2 4940/STDT REC1 Payrate: \$21.25

Those of CPR and First Aid Instructor – Level 1 *plus*
Execute required safety protocols.
Troubleshoot facility/equipment challenges and address those with supervisor.

Level 3 4940/STDT REC1 Payrate: \$22.75

Those of CPR and First Aid Instructor – Level 2 *plus*
Assess teaching environment and communicate needs to program coordinator.
Teach intermediate to advanced skills curriculum.

Qualifications

Must be able to move up to 50 lbs.
Must pay UCSD student services fees each quarter working.
Must follow departments youth protection, engagement and safety requirements.
Must be organized, friendly and outgoing.
Must be personable, comfortable with public contact and speaking before small and large groups.
Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Must have CPR, AED and Standard First Aid instructor certifications.

Position must pass a background check.

Position is considered a CANRA mandated reporter.

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This position is one of the entry level steps into the Recreation Leadership Program. The program is based on the belief that each student can develop leadership skills in unique ways throughout their Recreation career. Recreation therefore, offers student employees the opportunities to realize and develop these skills. The benefits to the student leader are numerous; the intent is to provide opportunities for peer-to-peer mentorship, cross-training and growth within the department. All student employees are encouraged to be Recreation Ambassadors to the campus community have a voice in the operation and success of the department.

Primary Functions

Level 1 4920/Asst 3 Payrate: \$17.90

Special Events 4919/Asst 4 Payrate: \$21.00

Will be trained to perform the duties of a UCSD swimming pool lifeguard. Ensure compliance with safety procedures by all swimmers and guests.

Assist with any rescue or first aid procedures. Attend quarterly staff meetings and other training sessions.

For Special Event Lifeguarding, you will be the main point of contact for the special event along with ensuring the safety of all patrons at the special event. The level of responsibility for Special Event lifeguarding is higher than that of regular lifeguarding.

Special events are assigned and approved by the Aquatics Director.

Level 2 4920/Asst 3 Payrate: \$18.40

Those of Lifeguard – Level 1 *plus*

Take responsibility for (rather than assisting with) documenting accidents and applications of first aid.

Administer swim skills test for various swimming classes' registration performance requirements.

Level 3 4920/Asst 3 Payrate: \$18.90

Those of Lifeguard– Level 2 *plus*

Operate timing system for special events

Have the ability to assess lifeguarding skills and team morale in order to keep Head Guards and Supervisor apprised of new staff training needs, as well as program and facility needs.
Inventory supplies and perform light equipment maintenance as needed.

Level 4 4920/Asst 3 Payrate: \$19.90

Those of Lifeguard – Level 3 *plus*

Assist in the training of all lifeguards, conduct orientation and training sessions on a regular and as-needed basis.

Ensure all safety procedures are being carried out.

Schedule all lifeguards for all open recreation and special event swimming hours.

Monitor the recording of hours worked/duties performed by all lifeguards so that subsequent payroll and billing is timely and accurate.

Provide work direction to pool maintenance workers.

Act as a facility supervisor in the absence of career staff, to interpret and enforce department policies and regulations.

Qualifications

MUST HAVE ALL OF THE FOLLOWING CERTIFICATIONS:

- Lifeguard Training
- Standard or Community First Aid
- CPR for the Professional Rescuer
- OR Heart Association equivalents

ALL CERTS MUST BE CURRENT

Applicants must have basic swimming backgrounds. Will be trained to the needs and requirements of the UCSD facilities and lifeguarding program, but **MUST BE ABLE TO:**

- Complete a 500 yard swim in under 8:00.
- Retrieve a 10lb diving brick from a depth of 14 feet.
- Tread water holding a 10lb diving brick for 2 minute using legs only.
- Demonstrate several types of rescues and spinal injury management.

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Must pay UCSD student services fees each quarter working.

If you have relatives employed at UCSD, you must include the name, relationship and department where employed in your resume and/or cover letter. This information is used only for the purpose of complying with the university's nepotism policy.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Provide customer service.

Learn the programs and facility information for Recreation.

Learn Recreation Point-of-Sale (POS) system.

Monitor access to Recreation areas.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Recreation Experience Asst – Level 1 *plus*

Answer questions both in-person, on the telephone and electronically about Recreation.

Perform sales functions utilizing the point-of-sales system.

Utilize Recreation POS system to add classes, credit customers and other basic functions as needed.

Monitor rental and retail inventory levels.

Level 3 4920/Asst 3 Payrate: \$17.90

Responsible for opening and closing of facilities and maintaining the operations of facilities in early mornings, evenings, weekends and some weekdays during all hours of operation. In partnership with and in the absence of the Recreation Career staff.

Assist in hiring, training, coaching and evaluating Recreation Experience student staff.

Process refunds, daily deposit, locker rentals, participant program registration, and any other sales desk duties as needed.

Provide work direction and peer supervisor to Recreation Experience part time student staff and building operations.

Download daily reservation and event calendars and ensure dissemination of this info pertinent to student staff members and customers.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Recreation Experience Asst – Level 3 *plus*

Participate in hiring committees for student and career staff.

Assist in hiring and training of new Rec Experience Assistants Level 3. Work with department reservation staff to coordinate and assign student staff to work special events.

Work with reservation staff to coordinate and oversee pre-event planning.

Work with supervisor to update and revise Facility Supervisor Policies and Procedures.

Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.

Must have an interest in and be willing to learn about Recreation programs.

Must enjoy working with individuals of all ages and backgrounds.

Must be organized, friendly and outgoing.

Must have CPR/FA or be able to obtain it within 30 days of employment through department resources.

Must be able to deal tactfully and efficiently with customers and emergencies.

Computer experience to include but not limited it Microsoft Office.

Special Conditions

This position must pass a background check.

This position will be required to take and maintain the university's cash handling training.

This position will be required to take and maintain the university's cyber security training.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication

Teamwork & cross-cultural collaboration

Leadership

Job Description

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Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Special Events 4919/Asst 4 Payrate: \$20.00

Under close supervision, assist with facility set-up and tear down.

Learn the various sites within Recreation facilities and off-site locations.

Learn furniture and equipment associated with each site.

For Special Event Set Up, employee will be the main point of contact for the special event.

The level of responsibility for Special Event Set Up is higher than that of regular Set Up including but not limited to:

Ensures enforcement of University and Recreation policies and procedures.

Respond to inquiries regarding general information about Recreation facilities.

Greet user group. Ensure that policies, practices, services and behaviors support expected safety, health, and customer service standards.

Respond to facility emergencies. Initiate evacuation, when necessary, according to University Policies and Procedures.

Act as on-site liaison with University Police, the fire department and EH&S representatives.

Report on event incidences and facility conditions (damages, equipment repairs, or need for restocking supplies as result of the special event.

Special events are assigned and approved by the career staff supervisor overseeing the particular area.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Facilities Setup – Level 1 plus
Arrange furniture and equipment needed for each site setup.
Assist with staging and bleacher setup.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Facilities Setup – Level 2 plus
Assist supervisor with training.
Lead team in setup and teardowns.
Provide work direction to Level 1 and 2 employees.
Utilize production documents for physical setups.
Enforce safe practices with employees.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Facilities Setup – Level 3 plus
Assist supervisor with scheduling. Lead training for Level 1 and 2 employees.
Manage inventory to include damage inspection.
Ensure that equipment is returned to proper storage location.
Enforce house policies with staff, contractors, and clients to protect facilities.
Participate in pre- and post- event throughs.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs.
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.
Must be familiar with metric and US standard measurements.
Must be able to accommodate the changing requirements of events by working until tasks are completed.
Will be trained in the proper use of all necessary equipment, but familiarity with various power tools is a plus.
Must follow all safety requirements.
Must be willing to work evenings, weekends, quarter breaks, holidays as needed.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Under close supervision, perform maintenance and custodial duties.

Assist in repairs to athletic equipment.

Assist in routine maintenance and repair of a variety of items from bleachers to re-lamping.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Building Maintenance Worker – Level 1 plus

Assist in department's quarterly maintenance program.

Assist with inventory and restocking of workshop supplies.

Learns the maintenance of hardware and faucets.

Learns how to set-up and use scaffolding and hydraulic lift for maintenance duties.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Building Maintenance Worker – Level 2 plus

Coordinate basic repairs to athletic and recreation equipment.

Interior and exterior painting to include but not limited to wall prep, masking and patching.

Repair faucets.

Adjust and repair door hardware.

Learn HVAC monitoring and filter changes.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Building Maintenance Worker – Level 3 plus
Assist with HVAC monitoring and filter changes.
Train new student staff.
Create reports as needed on repair work.
Assist in the ordering of repair and painting supplies.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs.
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.
Must have demonstrated mechanical aptitude, and experience with hand tools.
Must understand the need for safety equipment and follow safety rules and requirements.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

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Primary Functions**Level 1 4919/Asst 4 Payrate: \$18.25**

Under close supervision, work underwater in pools and spas, using hookah surface supplied air unit or SCUBA tanks.

Perform scrubbing or pool plaster using wire brush and other tools. Perform minor repairs such as removing and replacing underwater lights, floor inlets etc.

Level 2 4919/Asst 4 Payrate: \$18.40

Those of Swimming Pool Scuba Diver – Level 1 *plus*

Assist in training Swimming Pool Scuba Diver - Level 1.

Provide support for inventory list and equipment review.

Level 3 4919/Asst 4 Payrate: \$18.90

Those of Swimming Pool Scuba Diver – Level 2 *plus*

Assist in training Swimming Pool Scuba Diver - Level 2.

Performs inspections on dive equipment including air compressors and hammerhead vacuum.

Diagnoses and troubleshoots faulty equipment.

Replaces corroded or cracked hoses.

Alerts supervisor of anything outside of their expertise that needs to be replaced.

Level 4 4919/Asst 4 Payrate: \$19.90

Those of Swimming Pool Scuba Diver – Level 3 *plus*

Attends weekly Lead Meetings.
Inspects pools for cleanliness.
Schedules SCUBA Dive staff accordingly.
Reserves space for SCUBA divers.
Schedules and leads new employee orientations.
Revises SCUBA Diver Manual.
Helps plan and execute Quarterly in-service trainings.
Assists in supervision of Aquatic clerk, lifeguards and maintenance staff.
Fusion Point of Sale trained.
Assists customers.

Qualifications

MUST HAVE ALL OF THE FOLLOWING CERTIFICATIONS:

Must pay UCSD student services fees each quarter working.
CURRENT First Aid, and Adult/Child/Infant CPR certifications, valid at least through <date>
Must have valid SCUBA Certification.

PREFER

Prior experience with pool maintenance

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Professionalism and integrity

OUTBACK

Climbing Center Assistant

2025 OUTBACK ADVENTURES

Job Description

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Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Provide customer service.

Learn to prepare the facility for recreational climbing.

Learn the safety protocols for the climbing center.

Provide orientation to the climbing center for first time visitors

Clean and maintain facility.

Responsible for following all policies and procedures of the climbing center.

Act as first responder in emergency situations.

Attend all required staff training sessions.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Recreation Staff – Level 1 *plus*

Monitor facility access.

Issue climbing rental equipment.

Learn skills check and competency exams for bouldering and belaying.

Learn routing protocols for bouldering and climbing routes.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Recreation Staff – Level 2 **plus**

Maintain climbing center certification database.

Conduct sills check lessons and competency exams for bouldering and belaying.

Route set appropriately graded bouldering and climbing routes.

Participate as student representative in student staff interview sessions.

Participate in training new staff.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Recreation Staff – Level 3 **plus**

Participate in hiring committees for student and career staff.

Learns to schedule students for shifts and assist in scheduling substitute instructors for classes.

Update program manual as needed.

Coordinate new student staff training.

Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.

Must have an interest in and be willing to learn about climbing gym programs

Must enjoy working with individuals of all ages and backgrounds

Must be organized, friendly and outgoing

Must be able to deal tactfully and efficiently with customers and emergencies

Computer experience to include but not limited it Microsoft Office

Have First Aid and CPR or able to obtain within 30 days of hire

Be able to move equipment (50 lbs max)

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Team Building

Active Lifestyle

Customer Service

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

This position is one of the entry level steps into the Recreation Leadership Program. The program is based on the belief that each student can develop leadership skills in unique ways throughout their Recreation career. Recreation therefore, offers student employees the opportunities to realize and develop these skills. The benefits to the student leader are numerous; the intent is to provide opportunities for peer-to-peer mentorship, cross-training and growth within the department. All student employees are encouraged to be Recreation Ambassadors to the campus community have a voice in the operation and success of the department.

Primary Functions

Team Development facilitators lead groups of students, community and corporate entities through activities to develop communication and problem-solving skills that can enhance the performance of teams and can be transferred from the program activity to the participants job, life, social performance and confidence in their home and work environments.

Level 1 4940/STDT REC1 Payrate: \$18.25**Special Events 4940/ STDT REC1 Payrate: \$22.75**

Participation in Challenge Course Facilitator training.

Shadowing and assisting experienced facilitators during ground-based activities and high-course elements.

Safely support group participants following established protocols.

Understand and uphold the operational procedures of high- and low- ropes challenge course activities.

Ensure participants' physical and mental well-being throughout program sessions.

Properly use and maintain all course supplies/equipment.

Attend and participate in all staff meetings and training sessions.

The Special Event Team Facilitator will deliver specialized curriculum for assigned special event along with ensuring the safety of all patrons at the special event. The level of responsibility for Special Event Team Facilitator is higher than that of regular Team Facilitator. Special events are assigned and approved by the Challenge Course Manager.

Level 2 4940/STDT REC1 Payrate: \$18.75

Those of Team Development Facilitator – Level 1 **plus**
 Successful completion of Challenge Course Facilitator training and/or related and accepted experience.
 Introduce and demonstrate fundamental safety briefings.
 Provide basic rescue support for nervous participants.
 Execute required program and department safety protocols.
 Provide feedback on facility/equipment challenges.

Level 3 4940/STDT REC1 Payrate: \$19.25

Those of Team Development Facilitator – Level 2 **plus**
 Assist with facilitator training and skills clinics.
 Assist with mentoring lower-level facilitator staff.

Level 4 4940/STDT REC1 Payrate: \$20.25

Those of Team Development Facilitator – Level 3 **plus**
 Provide higher-level oversight of daily course operations.
 Collaborate with leadership on improving course programming and participant experience.
 May lead special skills workshops for fellow facilitators.

Qualifications

Must pay UCSD student services fees each quarter working.
 Must be able to move up to 50 lbs.
 Must follow departments youth protection, engagement, and safety requirements.
 Must be organized, friendly and outgoing.
 Must be personable, comfortable with public contact and speaking before small and large groups.
 Must be able to communicate clearly and effectively to a broad variety of people.
 Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.
 Desire to improve their skills and teaching delivery.
 Must be able to represent the department in a well-organized and informed manner.
 Must be independent and reliable.
 Ability to recognize and respond to conflicts while maintaining a calm working environment.
 Attend and participate in all staff meetings and training sessions.
 Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Prefer

Completion of Challenge Course Facilitator 1 training or UCSD Facilitator Training.
 Experience in a group or organization leadership role.

Special Conditions

This position may need to pass a background check.
 This position will be required to take and maintain the university's compliance training courses.
 This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication
 Teamwork & Cross-Cultural Collaboration
 Leadership

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

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Primary Functions

Team Development Program Leaders design and implement programs that help groups of students, community and corporate entities develop communication and problem-solving skills that can enhance the performance of teams and can be transferred from the program activity to the participants job, life, social performance and confidence in their home and work environments. Lead Facilitators provide work direction for Team Development Facilitators.

Level 1 4940/STDT REC1 Payrate: \$22.75

Special Events 4260/ STDT REC2 Payrate: \$31.00

Gather background, plan, and deliver program to meet client outcomes
Serve as primary point of contact for client just prior to and on day of the program.

Inspect, document, supervise setup and take down challenge course.

Identify and provide effective structure and coaching for high need/high risk participants.

Provide work direction for facilitators for successful delivery of program and provide performance coaching as needed.

Supervise all program safety systems. Initiate and supervise participant rescues and emergency response.

Conduct and report post program debriefs.

Safely lead own group of participants of one group type through select ground-based activities and high course elements if needed.

Attend and participate in all staff meetings and training sessions.

Special Event Team Development Program Leader will develop specialized curriculum for assigned special events and train scheduled Team Facilitators in

that curriculum for the assigned special event. Serve as the primary contact for the special event client. The level of responsibility for Special Event Team Development Program Leader is higher than that of regular Team Development Program Leader. Special events are assigned and approved by the Challenge Course Manager.

Level 2 4260/STDT REC2 Payrate: \$24.75

Those of Team Development Program Leader – Level 1 *plus*

Provide feedback and assist in skill development with Level 1 Program Leaders.

Assist with program leader training and skills clinics.

Level 3 4260/STDT REC1 Payrate: \$27.75

Those of Team Development Program Leader – Level 2 *plus*

Mentor Level 1 & 2 lead facilitators.

Design and instruct program leader skills clinics, lead sections of facilitator staff trainings.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must follow departments youth protection, engagement, and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Prefer

Completion of Challenge Course Facilitator 1 training or UCSD Facilitator Training.

Experience in a group or organization leadership role.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Trip Guide

2025 OUTBACK ADVENTURES

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

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Primary Functions

The Trip Guide facilitates outdoor adventure experiences for UCSD Students and the greater Triton community in local and remote locations. Utilize skills and experiences in teaching outdoor adventure experiences including but not limited to Backpacking, Rock Climbing, Sea Kayaking, Canoeing and Surfing.

Level 1 4940/STDT REC1 Payrate: \$18.25

Assist lead guide on outdoor adventure trips.

Assists with trip planning including logistical planning, equipment choices, food packing etc.

Safe driving of participants in 12 passenger vans.

Teaching outdoor education skills classes relevant to the type of trip.

Providing positive and constructive feedback to team members on all aspects of the trip's successes and failure.

Level 2 4940/STDT REC1 Payrate: \$18.75

Those of Trip Guide – Level 1 *plus*

Mentoring volunteers.

Cash handling and reconciliation of trip budget to purchase relevant trip food and supplies.

Level 3 4940/STDT REC1 Payrate: \$19.25

Those of Trip Guide – Level 2 *plus*

Act as Lead Guide, who is the primary decision maker and risk manager on assigned outdoor adventure trips.

Monitor driving skills of other instructors and provide effective feedback.

First responder in the event of medical issues or emergency.

Level 4 4940/STDT REC1 Payrate: \$20.25

Those of Trip Guide – Level 3 *plus*

Training and mentoring for guides and Outdoor Leadership Certificate participants.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must follow departments youth protection, engagement and safety requirements

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Completion of Smith System Driver's and Trailer training.

Prefer

Completion of Recreation's Outdoor Leadership Certificate or equivalent experience.

Completion of a training program in specific activity/sport.

Competitor/practitioner experience in specific activity/sport.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Learn products in assigned area that are sold and/or rented.
Learn Point-of-Sales System.
Restock shelves and display cases.
Clean facilities and equipment.
Empty trash and recycling bins.
Provide customer service.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Recreation Staff – Level 1 *plus*
Sell products in assigned area to customers.
Operate cash register and credit card terminals.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Recreation Staff – Level 2 *plus*
Assist in training of new student staff.
Reconcile cash register tapes and prepare daily recaps.
Disburse cash funds.
Maintain unit inventory levels.
Assist in set-up/tear-down at assigned locations.
Participate as student representative in student staff interview sessions.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Recreation Staff – Level 3 **plus**

Provide work direction for student staff.

Coordinate training and scheduling.

Report all inventory product and supply information to manager.

Handle emergency situations according to established procedures.

Participate in hiring committees for student and career staff.

Coordinate new student staff training.

Qualifications

Must pay UCSD student services fees each quarter working.

Must have demonstrated customer service and cashier experience, preferably in a retail environment.

Must have excellent interpersonal and clear/effective communications skills.

Must have willingness and demonstrated ability to pay strict adherence to and be in compliance with established procedures and quality control guidelines at all times.

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

This position will be required to take and maintain the university's cash handling training.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Provide customer service.

Answer questions both in-person, on the telephone and electronically about all Outback programs.

Distribute rosters and collect staff timesheets.

Learn Recreation Point-of-Sale (POS) system.

Assist at info tables and outreach events.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Program Assistant – Level 1 **plus**

Assist in the implementation of the Outback Program.

Arrange class/program materials.

Utilize Recreation POS system to add classes, credit customers and other basic functions as needed.

Provide support for inventory list, timesheet collection and roster delivery.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Program Assistant – Level 2 **plus**

Maintain instructor certification database.

Conduct class evaluations and/or schedule fitness assessments and place results in established reporting format.

Maintain and/or update program marketing boards in and around Recreation facilities.

Utilize Recreation POS system using more advanced components to include but not limited to entering contracts.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Program Assistant – Level 3 *plus*

Participate in hiring committees for student and career staff.

Schedule students for shifts and assist in scheduling substitute instructors for classes.

Update program manual as needed.

Train new student staff.

Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.

Be able to move equipment (50 lbs max).

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must have an interest in and be willing to learn about outdoor education programs.

Must enjoy working with individuals of all ages and backgrounds

Must be organized, friendly and outgoing

Must be able to deal tactfully and efficiently with customers and emergencies

Computer experience to include but not limited it Microsoft Office

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

FITLIFE

Personal Trainer

2025 FITLIFE

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

Seeking high-quality Personal Trainers with a nationally recognized personal training certification (eg. ACE, NSCA, ACSM, MASM) or an oral Comprehensive Pilates certification. Candidate should have demonstrated ability to provide personalized exercise programs. Duties include session preparation, clear & safe instruction, and emergency response. Rate varies depending on years of experience and certifications. Fitness certification(s) and CPR/AED required.

Primary Functions

Level 1 4260/STDT REC2 Payrate: \$27.25

A trainer with a nationally recognized personal training certification (eg. ACE, NNSCA, ACSM, NASM) or Pilates Reformer certification. Demonstrated ability to provide personalized exercise program. CPR & FA certification required.

Level 2 4260/STDT REC2 Payrate: \$30.50

A trainer with at least 2 years' experience with good references and a nationally recognized personal training certification (eg. ACE, NNSCA, ACSM, NASM) or Pilates Reformer certification, or specialized certifications related to program area. Demonstrated ability to provide personalized exercise program.

Level 3 4260/STDT REC2 Payrate: \$35.00

A trainer with at least 4 years' experience with good references and a nationally recognized personal training certification (eg. ACE, NNSCA, ACSM, NASM) or Pilates Reformer certification, or specialized certifications related to program area. Demonstrated ability to provide personalized exercise program.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs.

Must have CPR, AED and Standard First Aid certifications and maintain for duration of employment.

Must follow departments youth protection, engagement and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Prefer

Practitioner with teaching experience.

Completion of a training program in specific activity.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

Seeking high-quality Group Fitness instructors with a nationally recognized group fitness certification (eg. ACE, AFAA, ACSM, NASM) or a specialized certification (eg. Pilates Mat, Indoor Cycling Barre, etc.) or a graduate of the UC San Diego Fitness Instructor Training Program. Candidate should have demonstrated ability to instructor a fitness class in one or more modalities. Duties include class preparation, music selection (if applicable), clear & safe instruction & class management, and emergency response. Rate varies depending on years of experience and certifications. Fitness certification(s) and CPR/AED required.

Primary Functions**Level 1 4940/STDT REC1 Payrate: \$24.75**

An instructor with a nationally recognized group fitness certification (eg. ACE, AFAA, ACSM, NASM) or a specialized certification (eg. Pilates Mat, Indoor Cycling, Barre, etc.) or a graduate of the UC San Diego Fitness Instructor Training Program.

Demonstrated ability to instruct a group exercise class in one or more modalities.

CPR & FA certification required.

Level 2 4260/STDT REC2 Payrate: \$27.25

An instructor with at least 2 years of experience with good references and a nationally recognized group fitness certification (eg. ACE, AFAA, ACSM, NASM) or a specialized certification (eg. Pilates, Indoor Cycling, Barre, etc.).

Demonstrated ability to instruct a group exercise class in one or more modalities.

CPR & FA certification required.

Level 3 4260/STDT REC2 Payrate: \$32.70

An instructor with at least 5 years of experience with good references and a nationally recognized group fitness certification (eg. ACE, AFAA, ACSM, NASM) or a specialized certification (eg. Pilates, Indoor Cycling, Barre, Etc).

Demonstrated ability to instruct a group exercise class in one or more modalities.

CPR & FA certification required.

Level 4 4260/STDT REC2 Payrate: \$38.15

An instructor with at least 10 years of experience with good references and a nationally recognized group fitness certification (erg. ACE, AFAA, ACSM, NASM) or a specialized certification (eg. Pilates, Indoor Cycling, Barre, Etc.

Demonstrated ability to instruct a group exercise class in one or more modalities.

CPR & FA certification required.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must have CPR, AED and Standard First Aid certifications and maintain for duration of employment.

Must follow departments youth protection, engagement and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Prefer

Practitioner with teaching experience.

Completion of a training program in specific activity.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

Seeking high-quality Group Yoga instructors with a nationally recognized group yoga certification or a graduate of the UC San Diego Yoga Teacher Training Program. Candidate should have demonstrated ability to instruct a yoga class in one or more modalities. Duties include class preparation, music selection (if applicable), clear & safe instruction & class management, and emergency response. Rate varies depending on years of experience and certifications. Fitness certification(s) and CPR/AED required.

Primary Functions**Level 1 4260/STDT REC2 Payrate: \$27.25**

An instructor with a Yoga Alliance recognized yoga certification or a graduate of the UC San Diego Yoga Teacher Training Program.

Demonstrated ability to instruct a yoga class in one or more modalities.

Level 2 4260/STDT REC2 Payrate: \$32.70

An instructor with at least 2 years of experience with good references and a Yoga Alliance recognized yoga certification or a graduate of the UC San Diego Yoga Teacher Training Program.

Demonstrated ability to instruct a group exercise class in one or more modalities.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must follow departments youth protection, engagement and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Prefer

Practitioner with teaching experience.

Completion of a training program in specific activity.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Provide customer service.

Answer questions both in-person, on the telephone and electronically about all Fitlife programs.

Distribute rosters and collect staff timesheets.

Learn Recreation Point-of-Sale (POS) system.

Assist at info tables and outreach events.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Program Assistant – Level 1 **plus**

Assist in the implementation of the Fitlife Program.

Arrange class/program materials.

Utilize Recreation POS system to add classes, credit customers and other basic functions as needed.

Provide support for inventory list, timesheet collection and roster delivery.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Program Assistant – Level 2 **plus**

Maintain instructor certification database.

Conduct class evaluations and/or schedule fitness assessments and place results in established reporting format.

Maintain and/or update program marketing boards in and around Recreation facilities.

Utilize Recreation POS system using more advanced components to include but not limited to entering contracts.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Program Assistant – Level 3 *plus*

Participate in hiring committees for student and career staff.

Schedule students for shifts and assist in scheduling substitute instructors for classes.

Update program manual as needed.

Train new student staff.

Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.

Be able to move equipment (50 lbs max).

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must have an interest in and be willing to learn about outdoor education programs.

Must enjoy working with individuals of all ages and backgrounds

Must be organized, friendly and outgoing

Must be able to deal tactfully and efficiently with customers and emergencies

Computer experience to include but not limited it Microsoft Office

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

CLASSES

Specialty Instructor

2025 CLASSES

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

The **Specialty Recreation Instructor** works within the aegis of the UCSD Recreation Department and represent the Department's overall mission, vision, and values as they impart sequential activity techniques and curricula in a wide array of activities to a broad segment of the university community

Primary Functions

Level 1 4940/STDT REC1 Payrate: \$18.25

Private Lesson 4260/STDT REC2 Payrate: \$36.00

Instruct all levels both adults and children of the UCSD community.

Follow established curriculum.

Provide instruction to adults and youth.

Demonstrate proper techniques and styling to all levels of participants.

Critique and give effective feedback to participants regarding their individual progress.

Level 2 4940/STDT REC1 Payrate: \$19.25

Those of Specialty Recreation Instructor – Level 1 plus

Execute required safety protocols.

Troubleshoot facility/equipment challenges and address those with supervisor.

Level 3 4940/STDT REC1 Payrate: \$20.25

Those of Specialty Recreation Instructor – Level 2 plus

Assess teaching environment and communicate needs to program coordinator.

Teach intermediate to advanced skills curriculum.

Level 4 4940/STDT REC1 Payrate: \$21.25

Those of Specialty Recreation Instructor – Level 3 plus

Assist with hands-on training at instructor in-services.

Provide feedback and insights to improve program effectiveness Design and implement activity specific curriculum.

Mentoring Level 1 - 3 instructors.

Level 5 4260/STDT REC2 Payrate: \$22.75

Those of Specialty Recreation Instructor – Level 4 plus
Ability to assist with administrative work such as instructor scheduling.
Works directly with supervisor to recruit, interview and train staff.

Level 6 4260/STDT REC2 Payrate: \$24.75

Those of Specialty Recreation Instructor – Level 5 plus
Implement teaching training within program.
Assist in interviewing prospective instructors.
Assist with the supervisor, the scheduling, planning and execution of instructor training sessions/meetings.

Level 7 4260/STDT REC2 Payrate: \$27.70

Those of Specialty Recreation Instructor – Level 6 plus
Oversee advanced program development and long-term curriculum enhancements.
Coordinate with leadership on strategic growth, including new courses or outreach.
Serve as the primary mentor for Level 1-6 instructors, ensuring quality and consistency.
Critique and provide effective feedback regarding individual progress.
Understand each participant's skill abilities and deficits. Teach beginning-level activity/sport classes.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs.
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.
Must follow departments youth protection, engagement and safety requirements.
Must be organized, friendly and outgoing.
Must be personable, comfortable with public contact and speaking before small and large groups.
Must be able to communicate clearly and effectively to a broad variety of people.
Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.
Desire to improve their skills and teaching delivery.
Must be able to represent the department in a well-organized and informed manner.
Must be independent and reliable.
Ability to recognize and respond to conflicts while maintaining a calm working environment.
Attend and participate in all staff meetings and training sessions.

Prefer

Practitioner with teaching experience.
Completion of a training program in specific activity.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Knock Around Camp Counselor

2025 CLASSES

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

The Knock Around Camp Counselor, following Knock Around Camp and UCSD guidelines and protocols, supervises and administers a daily curriculum of general and specialized activities that may include games, field sports, relays, gymnastics, archery, swimming, rock climbing, arts and crafts, beach activities, to youth ages 5-14.

Primary Functions

Level 1 4940/STDT REC1 Payrate: \$18.25

Safe supervision of groups of children ages 5 - 14.
Follow all Knock Around and Department safety protocols and guidelines.
Communicate with campers and fellow counselors.
Show up enthusiastically for special camp events.

Level 2 4940/STDT REC1 Payrate: \$19.25

Those of Knock Around Camp Counselor – Level 1 plus
Mentoring first year counselors.
Choosing the activities to play during free time.
Contribute to the overall daily schedule of group.
Guide the Junior Counselors assigned to the group.

Level 3 4940/STDT REC1 Payrate: \$20.25

Those of Knock Around Camp Counselor – Level 2 plus
Lead counselor in a specific camp group.
Contact person for the group to the director.
Provide oversight and guidance to counselors assigned to the group.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs.
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must follow departments youth protection, engagement and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be able to communicate clearly and effectively to a broad variety of people.

Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.

Desire to improve their skills and teaching delivery.

Must be able to represent the department in a well-organized and informed manner.

Must be independent and reliable.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Attend and participate in all staff meetings and training sessions.

Prefer

Prior experience working with children.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

The Knock Around Camp Coordinator, following Knock Around Camp and UCSD guidelines and protocols, develop and coordinate a daily/weekly curriculum of activities for a specialized camp concept. This may include individual and group interactive activities that relate to the group concept. Implement camp emergency protocols and address intra-camp discipline issues.

Primary Functions**Level 1 4940/STDT REC1 Payrate: \$21.25**

Safe supervision of groups of children ages 5-14.

Develop a curriculum of concepts for an assigned camp concept.

Implement activities for an assigned camp concept.

Guide the counselors assigned to the group and act as a resource for their success.

Level 2 4940/STDT REC1 Payrate: \$22.75

Those of Knock Around Camp Coordinator – Level 1 plus

Expanded levels of responsibility (i.e. emailing parents, creating supplies, list, etc.)

Have the ability to work with more than once concept

Troubleshoot and report potential safety risks

Encourage participation in all camp activities

Level 3 4260/STDT REC2 Payrate: \$24.75

Those of Knock Around Camp Coordinator – Level 2 plus

Roles in pre-Camp planning and staff training

Assist Director in planning and coordinating all camp activities

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must follow departments youth protection, engagement and safety requirements.

Must be organized, friendly and outgoing.

Must be personable, comfortable with public contact and speaking before small and large groups.
Must be able to communicate clearly and effectively to a broad variety of people.
Must be competent to participate in, teach and demonstrate one of more of the activities offered by the program.
Desire to improve their skills and teaching delivery.
Must be able to represent the department in a well-organized and informed manner.
Must be independent and reliable.
Ability to recognize and respond to conflicts while maintaining a calm working environment.
Attend and participate in all staff meetings and training sessions.

Prefer

Prior experience working with children.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
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Desired Skill

Oral, Written & Digital Communication
Teamwork & Cross-Cultural Collaboration
Leadership

Job Description

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Major programs include: Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

This position is one of the entry level steps into the Recreation Leadership Program. The program is based on the belief that each student can develop leadership skills in unique ways throughout their Recreation career. Recreation therefore, offers student employees the opportunities to realize and develop these skills. The benefits to the student leader are numerous; the intent is to provide opportunities for peer-to-peer mentorship, cross-training and growth within the department. All student employees are encouraged to be Recreation Ambassadors to the campus community have a voice in the operation and success of the department.

Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Provide customer service.

Answer questions both in-person, on the telephone and electronically about all Rec Classes programs.

Distribute rosters and collect staff timesheets.

Learn Recreation Point-of-Sale (POS) system.

Assist at info tables and outreach events.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Program Assistant – Level 1 **plus**

Assist in the implementation of the Rec Class Program.

Arrange class/program materials.

Utilize Recreation POS system to add classes, credit customers and other basic functions as needed.

Provide support for inventory list, timesheet collection and roster delivery.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Program Assistant – Level 2 **plus**

Maintain instructor certification database.

Conduct class evaluations and/or schedule fitness assessments and place results in established reporting format.

Maintain and/or update program marketing boards in and around Recreation facilities.

Utilize Recreation POS system using more advanced components to include but not limited to entering contracts.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Program Assistant – Level 3 *plus*

Participate in hiring committees for student and career staff.

Schedule students for shifts and assist in scheduling substitute instructors for classes.

Update program manual as needed.

Train new student staff.

Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.

Be able to move equipment (50 lbs max).

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must have an interest in and be willing to learn about outdoor education programs.

Must enjoy working with individuals of all ages and backgrounds

Must be organized, friendly and outgoing

Must be able to deal tactfully and efficiently with customers and emergencies

Computer experience to include but not limited it Microsoft Office

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, Written & Digital Communication

Teamwork & Cross-Cultural Collaboration

Leadership

Job Description

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Competitive Sports Assistants may work in the following areas:

- Intramural Referees
- Sport Club Assistants
- E-Sport Assistants

Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Assist in the monitoring of program practices, games and events.
 Learn the policies of the program and sports as needed.
 Learn 'Do Sports Easy' management software and website updates.
 Act as a resource to specified sport participants.
 Responsible for the on-going safety and well-being of all participants.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Competitive Sports Assistant – Level 1 *plus*
 Additional administrative and/or facilitative responsibilities.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Competitive Sports Assistant – Level 2 *plus*
 Provide direction to Level 1s & 2s within your program area.
 Complete job specific training sessions
 Assist as a student representative in student-staff interview sessions within your program area.
 Assist in training new staff members within your program area.

Has demonstrated Recreation and/or program experience or knowledge and the ability to perform duties of Level 1 & 2 employees.
 In absence of Level 4 staff, provide conflict resolution when needed.
 Provide feedback and updates to area-specific policies and procedures.
 Assist with Recreation and individual teams'/programs' online content. (Website & Social Media)
 Download daily reservation and event calendars, and ensure dissemination of this info pertinent to student staff members and customers

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Competitive Sports Assistant – Level 3 *plus*

Supervise online content.

Lead the implementation of area-specific and/or Department special events.

Assist in scheduling of events and/or student-staff.

Assist in training and evaluating student-staff within your program area.

Serve as a liaison between Recreation and/or specific program areas and campus and/or external partners.

Qualifications

Must pay UCSD student services fees each quarter working.

Must have an interest in and be willing to learn about Recreation programs.

Must be personable, comfortable with public contact and speaking before small and large groups.

Must be independent and reliable.

Must be able to communicate clearly and effectively to a broad variety of people, both in person and over the phone.

Must have a desire for various sports and be able to learn/understand sport rules.

Ability to recognize and respond to conflicts while maintaining a calm working environment.

Must be able to represent the department in a well-organized and informed manner.

Must be able to follow through on projects on own initiative and be able to meet established deadlines.

Attend and participate in all staff meetings and training sessions.

Current CPR, AED and Standard First Aid certifications or obtain them through department classes within 30 days of hire date.

Prefer background and/or experience working in a leadership or sports related capacity.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication

Teamwork & cross-cultural collaboration

Leadership

ENGAGEMENT

Marketing Assistant

2025 ENGAGEMENT

Job Description

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Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

This position is one of the entry level steps into the Recreation Leadership Program. The program is based on the belief that each student can develop leadership skills in unique ways throughout their Recreation career. Recreation therefore, offers student employees the opportunities to realize and develop these skills. The benefits to the student leader are numerous; the intent is to provide opportunities for peer-to-peer mentorship, cross-training and growth within the department. All student employees are encouraged to be Recreation Ambassadors to the campus community have a voice in the operation and success of the department.

Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Assist in marketing of UCSD Recreation programs.

Learn the various programs and facilities of the Recreation Department

Distribute Recreation Material on campus.

Learn Recreation Website and the ability to update both the website and social media accounts.

Set up info tables at outreach events.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Marketing Assistant – Level 1 *plus*

Assist in coordinating advertising resources for the Recreation Magazine.

Assist in updating web information for the Recreation site and other web-based campus sites.

Represent the department at campus orientations, information fairs, and student dorms.

Other basic marketing duties as needed.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Marketing Assistant – Level 2 *plus*

Provide direction to Marketing Assistant (L1/L2)
 Assist as student representative in student staff interview sessions
 Assist in training new staff
 Solicit advertising for the Recreation Magazine and web-based department sites
 Assist with writing and submitting press releases, articles and information to on-campus information sources.
 Assist marketing team with archiving and tagging of photos
 Maintain and/or update program marketing boards in and around Recreation facilities
 Coordinate marketing tables at various campus events
 Learn department audio and visual equipment

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Marketing Assistant – Level 3 *plus*
 Shooting photos of Recreation staff and customers.
 Edit photos in Photoshop/lightroom.
 Assist graphic artist in providing photo assets.
 Schedule students for tabling events for the department.
 Train new student staff.
 Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.
 Must be personable, comfortable with public contact and speaking before small and large groups.
 Must be independent and reliable.
 Must be able to communicate clearly and effectively to a broad variety of people, both in person and over the phone.
 Must be able to represent the department in a well-organized and informed manner.
 Current CPR, AED and Standard First Aid certifications or obtain them through department classes within 30 days of hire date.
 Must be able to follow through on projects on own initiative and be able to meet established deadlines.
 Computer competence in Mac graphics programs (Quark, Photoshop, InDesign, Illustrator) are a plus, but not necessary.
 Photography and videography experience a plus. Ability to shoot with a DSLR camera as well as mobile phone preferred.

Special Conditions

This position may need to pass a background check.
 This position will be required to take and maintain the university's compliance training courses.
 This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
 Teamwork & cross-cultural collaboration
 Leadership

Job Description

Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.

Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

The Video Production Assistant's primary responsibility is to shoot, edit and produce short videos for marketing Recreation programs and activities. This includes videos for larger recreation events, sports, adventures and activities to general branding initiatives. The content is generally shorter videos posted to social media, digital signage, marketing materials, and/or used for promotional initiatives. The Video Production Assistant is part of the Recreation Marketing team and reports to the Marketing Staff.

Primary Functions**Level 1 4919/Asst 4 Payrate: \$18.25**

Film, edit, and produce short videos for marketing use including coordinating shoot setup.

Assist in directing video shoots.

Equipment maintenance

Producing video graphics like outro/intro frames.

Meet with staff to determine content to be covered.

Set goals and visions for videos.

Level 2 4919/Asst 4 Payrate: \$18.75

Those of Media and Video Assistant – Level 1 *plus*

Assist with training/directing other marketing students who assist with video projects.

Organize and archive footage for future use.

Ensure videos align with brand style and content strategy with limited oversight.

Level 3 4919/Asst 4 Payrate: \$19.25

Those of Media and Video Assistant – Level 2 *plus*

Leverage a deep understanding of current social media trends, hooks, and storytelling techniques to create scroll-stopping content.

Work with existing scripts and/or create engaging scripts and hooks when needed.

Collaborate with Recreation program teams to ideate and execute video concepts that resonate with target audiences.

Train and mentor student marketing staff in new and existing media techniques.

Qualifications	<p>Must pay UCSD student services fees each quarter working.</p> <p>Current CPR, AED and Standard First Aid certifications or obtain them through department classes within 30 days of hire date.</p> <p>Knowledge and experience using a C100 camera or equivalent.</p> <p>Knowledge and experience using audio/lighting equipment for setup and use.</p> <p>Knowledge and experience using video editing software Adobe After Effects and Premier Pro.</p> <p>Knowledge and experience applying audio and other video graphic files to videos.</p> <p>Understanding of video editing and communication principles.</p> <p>Strong written, oral and visual communication skills.</p> <p>Ability to work independently and on deadline.</p> <p>Ability to collaborate with ideas on projects.</p>
Preferred	<p>Experience using technical equipment like DSLR cameras and other shooting equipment.</p> <p>Experience and comfortability using MAC computers.</p> <p>Proficiency in social media video channels such as Facebook, Twitter, Instagram, Snapchat, Youtube, etc.</p>
Special Conditions	<p>This position may need to pass a background check.</p> <p>This position will be required to take and maintain the university's compliance training courses.</p> <p>This position is considered a CANRA mandated reporter.</p>
Desired Skill	<p>Oral, written, & digital communication</p> <p>Teamwork & cross-cultural collaboration</p> <p>Leadership</p>

ADMINISTRATION

Business Office Assistant

2025 ADMINISTRATION

Job Description

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Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

This position is one of the entry level steps into the Recreation Leadership Program. The program is based on the belief that each student can develop leadership skills in unique ways throughout their Recreation career. Recreation therefore, offers student employees the opportunities to realize and develop these skills. The benefits to the student leader are numerous; the intent is to provide opportunities for peer-to-peer mentorship, cross-training and growth within the department. All student employees are encouraged to be Recreation Ambassadors to the campus community have a voice in the operation and success of the department.

Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Provide customer service.
Learn the daily recap process for the department.
Learn cash counting procedures.
Reconcile packing slips and invoices to purchase orders.
Perform general clerical duties for business office.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Business Office Assistant – Level 1 *plus*
Complete daily recap process for the department.
Perform cash counting when needed.
Verify, audit and tally timesheets.
Enter date into accounting spreadsheets.
Learn employee file process.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Business Office Assistant – Level 2 *plus*
Identify discrepancies among purchase orders, packing slips and invoices.
Process new hire paperwork and create employee files.

Learn monthly transaction sampling process.
 Retrieve operating and general ledger reports using Financial Link.
 Learn process for journal vouchers and ENPETs in Financial Link.
 Learn CAMS system for inventory and surplus transfers.
 Assist in training new Business Office Assistants levels 1 & 2.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Business Office Assistant – Level 3 *plus*
 Participate in hiring committees for student and career staff.
 Assist in hiring and training of new Business Office Assistants Level 3.
 Perform transaction sampling on low value transactions.
 Update ledgers using journal vouchers and ENPETs.
 Enter information into CAMS for inventory and surplus transfers.

Qualifications

Must pay UCSD student services fees each quarter working.
 Current CPR, AED and Standard First Aid certifications or obtain them through department classes within 30 days of hire date.
 Must have an interest in and be willing to learn about Recreation programs.
 Must enjoy working with individuals of all ages and backgrounds.
 Must be organized, friendly and outgoing.
 Must be able to deal tactfully and efficiently with customers and emergencies.
 Computer experience to include but not limited it Microsoft Office.

Special Conditions

This position may need to pass a background check.
 This position will be required to take and maintain the university's compliance training courses.
 This position will be required to take and maintain the university's cash handling training.
 This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
 Teamwork & cross-cultural collaboration

Leadership

Job Description

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Provide customer service.

Learn the programs and facility information for Recreation.

Learn Recreation Point-of-Sale (POS) and scheduling systems.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Scheduling Assistant – Level 1 *plus*

Answer questions both in-person, on the telephone and electronically about Recreation.

Perform sales functions utilizing the POS system.

Utilize POS and scheduling systems to add classes, credit customers and other basic functions as needed.

Perform inventory and clerical assistance.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Scheduling Assistant – Level 2 *plus*

Assist in hiring and training of Scheduling Assistant student staff

Provide work direction and peer supervisor to Scheduling Assistant student staff.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Scheduling Assistant – Level 3 *plus*

Participate in hiring committees for student and career staff

Assist in training of Scheduling Assistant Level 3.
Assist when needed the coordination of pre-event planning.
Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.
Current CPR, AED and Standard First Aid certifications or obtain them through department classes within 30 days of hire date.
Must have an interest in and be willing to learn about Recreation programs.
Must enjoy working with individuals of all ages and backgrounds.
Must be organized, friendly and outgoing.
Must be able to deal tactfully and efficiently with customers and emergencies.
Computer experience to include but not limited it Microsoft Office.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position will be required to take and maintain the university's cash handling training.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

Job Description	<p>Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.</p> <p>Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.</p>
Primary Functions	<p>Attend and facilitate the monthly meetings of the full Board. Meet with Recreation Director on a weekly basis, and other Board members on an as-needed basis.</p> <p>Serve on ad hoc committees as requested.</p> <p>Research and gather information on special projects.</p> <p>Act as a liaison between AS/GSA/College Council and the Board to provide student input into the Board's area of purview and responsibility.</p> <p>Research and represent the UCSD student viewpoint on all matters before the Board.</p>
Qualifications	<p>Must pay UCSD student services fees each quarter working and be in good academic standing.</p> <p>Must possess the knowledge and abilities to successfully perform the duties assigned to the position.</p>
Special Conditions	<p>This position may need to pass a background check.</p> <p>This position will be required to take and maintain the university's compliance training courses.</p> <p>This position is considered a CANRA mandated reporter.</p>
Desired Skill	<p>Oral, written, & digital communication</p> <p>Teamwork & cross-cultural collaboration</p> <p>Leadership</p>

Job Description	<p>Recreation is the center for the coordination, development, strategic planning, facilities, equipment, and supervision of all campus recreational programs, services and activities. Recreation programs serve more students than any other co-curricular program at UC San Diego, and, based on annual surveys, is a key component of student satisfaction with their overall UCSD experience. The Recreation Department is committed to providing a broad scope of high quality, dynamic recreational experiences that benefit students, staff, faculty and the University community while fostering and supporting a culture of Wellness at UCSD.</p> <p>Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.</p>
Primary Functions	<p>Attend the quarterly meetings (~4-5 times) of the full Board. Meet with other Board members on an as-needed basis.</p> <p>Serve on ad hoc committees as requested.</p> <p>Research and gather information on special projects.</p> <p>Research and represent the UCSD student viewpoint on all matters before the Board.</p>
Qualifications	<p>Must pay UCSD student services fees each quarter working and be in good academic standing.</p> <p>Must possess the knowledge and abilities to successfully perform the duties assigned to the position.</p>
Special Conditions	<p>Background Check required.</p> <p>This position is considered a CANRA mandated reporter.</p> <p>This position will be required to take and maintain the university's compliance training courses.</p>
Desired Skill	<p>Oral, written, & digital communication</p> <p>Teamwork & cross-cultural collaboration</p> <p>Leadership</p>

OPERATIONS

Recreation Experience Assistant

2025 OPERATIONS

Job Description

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Major programs include Informal Aquatics Programs; Intramural Sports; FitLife; Recreation Experience (Membership Services); Weight Rooms; Sports Clubs; Instructional Classes and Camps; Special Events; Outdoor Education; Informal Recreation and Master Competitive Programs.

This position is one of the entry level steps into the Recreation Leadership Program. The program is based on the belief that each student can develop leadership skills in unique ways throughout their Recreation career. Recreation therefore, offers student employees the opportunities to realize and develop these skills. The benefits to the student leader are numerous; the intent is to provide opportunities for peer-to-peer mentorship, cross-training and growth within the department. All student employees are encouraged to be Recreation Ambassadors to the campus community have a voice in the operation and success of the department.

Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Provide customer service
Learn the programs and facility information for Recreation
Learn Recreation Point-of-Sale (POS) system
Monitor access to Recreation areas

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Recreation Experience Asst – Level 1 *plus*
Answer questions both in-person, on the telephone and electronically about Recreation
Perform sales functions utilizing the point-of-sales system
Utilize Recreation POS system to add classes, credit customers and other basic functions as needed
Monitor rental and retail inventory levels

Level 3 4920/Asst 3 Payrate: \$17.90

Responsible for opening and closing of facilities and maintaining the operations of facilities in early mornings, evenings, weekends and some weekdays during

all hours of operation. In partnership with and in the absence of the Recreation Career staff
 Assist in hiring, training, coaching and evaluating Recreation Experience student staff
 Process refunds, daily deposit, locker rentals, participant program registration, and any other sales desk duties as needed
 Provide work direction and peer supervisor to Recreation Experience part time student staff and building operations
 Download daily reservation and event calendars, and ensure dissemination of this info pertinent to student staff members and customers

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Recreation Experience Asst – Level 3 *plus*
 Participate in hiring committees for student and career staff
 Assist in hiring and training of new Rec Experience Assistants Level 3. Work with department reservation staff to coordinate and assign student staff to work special events.
 Work with reservation staff to coordinate and oversee pre-event planning
 Work with supervisor to update and revise Facility Supervisor Policies and Procedures.
 Attend meetings representing Recreation as needed when student involvement is requested.

Qualifications

Must pay UCSD student services fees each quarter working.
 Must have an interest in and be willing to learn about Recreation programs.
 Must enjoy working with individuals of all ages and backgrounds.
 Must be organized, friendly and outgoing.
 Must have CPR/FA or be able to obtain it within 30 days of employment through department resources.
 Must be able to deal tactfully and efficiently with customers and emergencies.
 Computer experience to include but not limited it Microsoft Office.

Special Conditions

This position must pass a background check.
 This position will be required to take and maintain the university's cash handling training.
 This position will be required to take and maintain the university's cyber security training.
 This position will be required to take and maintain the university's compliance training courses.
 This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
 Teamwork & cross-cultural collaboration
 Leadership

Job Description

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Under close supervision, perform maintenance and custodial duties.

Assist in repairs to athletic equipment.

Assist in routine maintenance and repair of a variety of items from bleachers to re-lamping.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Building Maintenance Worker – Level 2 plus

Assist in department's quarterly maintenance program.

Assist with inventory and restocking of workshop supplies.

Learns the maintenance of hardware and faucets.

Learns how to set-up and use scaffolding and hydraulic lift for maintenance duties.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Building Maintenance Worker – Level 3 plus

Coordinate basic repairs to athletic and recreation equipment.

Interior and exterior painting to include but not limited to wall prep, masking and patching.

Repair faucets.

Adjust and repair door hardware.

Learn HVAC monitoring and filter changes.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Building Maintenance Worker – Level 4 plus
Assist with HVAC monitoring and filter changes.
Train new student staff.
Create reports as needed on repair work.
Assist in the ordering of repair and painting supplies.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.
Must have demonstrated mechanical aptitude, and experience with hand tools.
Must understand the need for safety equipment and follow safety rules and requirements.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

Job Description

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Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Special Events 4919/Asst 4 Payrate: \$20.00

Under close supervision, assist with facility set-up and tear down.

Learn the various sites within Recreation facilities and off-site locations.

Learn furniture and equipment associated with each site.

For Special Event Set Up, employee will be the main point of contact for the special event.

The level of responsibility for Special Event Set Up is higher than that of regular Set Up including but not limited to:

Ensures enforcement of University and Recreation policies and procedures.

Respond to inquiries regarding general information about Recreation facilities.

Greet user group. Ensure that policies, practices, services and behaviors support expected safety, health, and customer service standards.

Respond to facility emergencies. Initiate evacuation, when necessary, according to University Policies and Procedures.

Act as on-site liaison with University Police, the fire department and EH&S representatives.

Report on event incidences and facility conditions (damages, equipment repairs, or need for restocking supplies as result of the special event.

Special events are assigned and approved by the career staff supervisor overseeing the particular area.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Facilities Setup – Level 1 plus
Arrange furniture and equipment needed for each site setup.
Assist with staging and bleacher setup.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Facilities Setup – Level 2 plus
Assist supervisor with training.
Lead team in setup and teardowns.
Provide work direction to Level 1 and 2 employees.
Utilize production documents for physical setups.
Enforce safe practices with employees.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Facilities Setup – Level 3 plus
Assist supervisor with scheduling. Lead training for Level 1 and 2 employees.
Manage inventory to include damage inspection.
Ensure that equipment is returned to proper storage location.
Enforce house policies with staff, contractors, and clients to protect facilities.
Participate in pre- and post- event throughs.

Qualifications

Must pay UCSD student services fees each quarter working.
Must be able to move up to 50 lbs
Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.
Must be familiar with metric and US standard measurements
Must be able to accommodate the changing requirements of events by working until tasks are completed
Will be trained in the proper use of all necessary equipment, but familiarity with various power tools is a plus.
Must follow all safety requirements
Must be willing to work evenings, weekends, quarter breaks, holidays as needed.

Special Conditions

This position may need to pass a background check.
This position will be required to take and maintain the university's compliance training courses.
This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication
Teamwork & cross-cultural collaboration
Leadership

Job Description

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Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Learn products in assigned area that are sold.
Learn Point-of-Sales System
Restock shelves and display cases.
Clean concessions facilities and equipment.
Empty trash and recycling bins.
Wash miscellaneous kitchen items.
Maintain a clean and sanitary food preparation area.
Provide customer service.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Concessions Worker – Level 1 plus
Sell products in assigned area to customers.
Operate cash register and credit card terminals.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Concessions Worker – Level 2 plus
Assist in training of new student staff.
Reconcile cash register tapes and prepare daily recaps.
Disburse cash funds.
Maintain unity inventory levels.
Assist in set-up/tear-down at assigned locations.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Concessions Worker – Level 3 plus

Provide work direction for student staff.

Coordinate training and scheduling.

Report all inventory product and supply information to manager.

Handle emergency situations according to established procedures.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must have demonstrated customer service and cashier experience, preferably in a restaurant, fast food or retail environment.

Must have excellent interpersonal and clear/effective communications skills.

Must have willingness and demonstrated ability to pay strict adherence to and be in compliance with established procedures and quality control guidelines at all times.

Must have and maintain current Food Handler's card within 30 days of hire.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses and the university's cash handling training.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication

Teamwork & cross-cultural collaboration

Leadership

Job Description

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Primary Functions

Level 1 4921/Asst 2 Payrate: \$17.25

Under close supervision, perform light maintenance of exterior grounds and landscaped areas.

Pick up trash, empty dumpsters, and replace trash bags as needed.

Learn how to use various tools and equipment needed.

Clean and maintain hand tools.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Ground Maintenance – Level 1 plus

Assist in department's quarterly maintenance program.

Sweep walkways, sidewalks, and stairs.

Rake and pull weeds as needed.

Occasionally trim shrubs and install replacement plants.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Ground Maintenance – Level 2 plus

Work independently with little supervision from career staff.

Perform maintenance and exterior custodial duties during events and serve as contact for contractors in absence of career employee.

Provide work direction to Level 1 and Level 2 student employees

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Ground Maintenance – Level 3 plus

Train new student staff.

Provide work direction to Level 3 student employees.

Assist in scheduling student staff for standard and special need shifts.

Create reports as needed on repair work.

Assist in the ordering of repair, maintenance and plant supplies.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs

Must have CPR, AED and Standard First Aid certifications or obtain within 30 days of hire and maintain for duration of employment.

Must have demonstrated mechanical aptitude, and experience with hand tools.

Must understand the need for safety equipment and follow safety rules and requirements.

Must have valid driver's license.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication

Teamwork & cross-cultural collaboration

Leadership

Job Description

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Primary Functions**Level 1 4921/Asst 2 Payrate: \$17.25**

Under close supervision and direction, complete all field lining request to included Intramural soccer, softball and football, intercollegiate baseball, soccer, softball, track/field, rugby and lacrosse.

Learn how to use various tools and equipment needed.

Clean and maintain tools.

Level 2 4921/Asst 2 Payrate: \$17.40

Those of Field Lining Assistant – Level 1 plus

Will line fields on their own.

Lay out fields for numerous sports and tournaments, along with chairs for various events.

Complete the moving and storage of equipment and supplies.

Level 3 4920/Asst 3 Payrate: \$17.90

Those of Field Lining Assistant – Level 2 plus

Work independently with little supervision from career staff.

Assist with the training of new Field Liners on the requirements for each sport and use of machines.

Assist with inventory needs for field lining.

Provide work direction to Level 1 and Level 2 student employees.

Level 4 4920/Asst 3 Payrate: \$19.25

Those of Field Lining Assistant – Level 3 plus

Train new student staff.

Provide work direction to Level 3 student employees.

Assist in scheduling student staff for standard and special need shifts.

Assist in the ordering of inventory needs for field lining.

Qualifications

Must pay UCSD student services fees each quarter working.

Must be able to move up to 50 lbs.

Must be familiar with metric and US standard measurements.

Will be trained in the proper use of all necessary equipment, but familiarity with and ability to use various basic power tools is a plus.

Must follow all safety requirements.

Must be willing to work evenings, weekends, quarter breaks and/or holidays as needed.

Must have valid driver's license.

Special Conditions

This position may need to pass a background check.

This position will be required to take and maintain the university's compliance training courses.

This position is considered a CANRA mandated reporter.

Desired Skill

Oral, written, & digital communication

Teamwork & cross-cultural collaboration

Leadership