

To apply please send resumes and cover letters to:

Sam Garcia at samantha.garcia2@montana.edu

Role

Events Staff are students representing Recreational Sports & Fitness who provide a positive peer security presence at student and outsider organized social events on campus. They work with the Events Coordinator and Associate Director to maintain a pleasant and safe environment at these events.

Expectations and Requirements

- Maintain a comprehensive understanding of RSF programs, policies, and expectations
- Maintain frequent and clear communication with the Events Coordinator, Associate Director, and check Trello, When I Work, and email for work related information
- Events Staff are expected to speak, act, dress, and work in a such ways that represent RSF, MSU, and themselves in the highest possible manner always
- Hold a current CPR/AED/First Aid certification (or obtain within 2 months of hire)
- Attendance at all staff meetings, student development trainings, and one-on-one meetings as scheduled with your supervisor(s)
- Ability to remain calm in stressful situations
- **Must be willing to work late nights/weekends**

Dress Code

Events Staff are required to wear appropriate attire and appear professional in appearance on all shifts:

- Name tags on at all times
- RSF shirts/jackets/vests to be worn on shift
- No hats while on shift*
- Appropriate foot attire for event
- No see-through leggings or revealing tops/shorts/skirts
- Shorts must be clearly visible beneath an untucked shirt

*Hats may be worn during winter weather when an event takes place outside

Responsibilities

Service – Community connection and team building

- Walkthroughs of the Lambert Turf building (storage lockers, team rooms, ref room, AT room, and restrooms), pavilion, turf field, and grass fields (when necessary)
- Ensure safety and correct improper use of any equipment or space – be present in whatever facility an event is taking place at
- Ensure policies are being followed by all patrons (be sure to familiarize yourself with the policy handbook)
- Build RSF connections and rapport with fellow HFC employees and supervisors

- Assist in emergency situations at events
- Generally help and maintain a safe and well organized event
- Assist in other duties as assigned

Safety – Cleanliness and Organization

- Maintain cleanliness and security of the Lambert Turf & Grass Fields Complex

Support

Knowledge and Communication

- Maintain a working knowledge of all HFC programs, events, and policies and be able to communicate these clearly and accurately to patrons

Other on shift duties as assigned

- Assist in the planning, implementation, and presentation of any Events
- Direct patrons and answer questions
- Set up sound systems, shot clocks, or scoreboard
- Clean bathrooms
- Empty trash cans
- Sweep corridors
- Blow debris off concrete walkways
- Monitor Club Sport events
- Plow and maintain the Turf Field **

**Snowplow drivers will be selected based on experience and seniority

Events (not an exhaustive list)

- Freshman Orientations (June/July)
- MSU Fridays (typically once per month)
- All Staff Orientation (August)
- Catapalooza (August)
- MSU Debut (August/September)
- Homecoming Parade (October)
- Staff Halloween Lunch (October)
- Can the Griz (October/November)
- Faculty/Staff/Member Appreciation (March)
- Student Staff Appreciation (April)
- Lost & Found Sale (April)
- DSS Games (December/April)
- Grand Openings
- Club Sports (as requested by the CS Coordinator)