

Bike Shop Student Coordinator

RecSports strives to engage and develop all Vols for a better future by delivering recreational experiences that enhance the growth and wellbeing of our students and community. We're looking for students who want to maximize their professional experience while serving the University of Tennessee campus community.

RecSports Departmental Responsibilities:

- Uphold and exceed the expectations of the RecSports mission and vision.
- Provide exceptional service to participants and guests.
- Enforce RecSports policies and procedures to promote a safe and inclusive environment.
- Communicate professionally with participants, coworkers, and supervisors.
- Demonstrate a desire to be a productive and contributing team member to your program and department.

Job Responsibilities include, but not limited to:

Assist with student staff training, development initiatives, supervision, and evaluations.

Assist with the development & scheduling of bike mechanic in-services and trainings.

Perform administrative tasks during scheduled office hours.

Bicycle inventory management and recordkeeping.

Bike shop parts and supplies orders and budget management.

Uphold and embody professional expectations (dress, punctuality, representation, etc.).

Job Location:

- Tennessee Recreation Complex for Students (TRECS), Student Aquatic Center (SAC), Health and Physical Education Building (HPER), RecSports Field Complex at Sutherland.

Qualifications:

- Must obtain or have a current American Red Cross Adult and Pediatric First Aid/CPR/AED or higher certification within 90 days of employment
- Must be 18 years of age at time of hire to be eligible to work
- Available for a minimum of 15 hours per week during the semester. Operational hours are 12pm-6pm Mon-Fri.
- Available on evenings as needed for trainings.

Pay Rate: Starting rate of \$15.00/hour with a \$0.50 raise for each year of service

NACE Competencies:

Leadership:

- Assisting with staff training, development initiatives, and evaluations demonstrates the ability to guide and support peers.

Professionalism:

- Managing budgets, orders, and administrative tasks requires responsibility, organization, and integrity.

Critical Thinking:

- Managing bike inventory, recordkeeping, and parts orders involves problem-solving and decision-making.

Interested applicants should complete the [RecSports Student Employment Interest Form](#). Please be prepared to upload a current class schedule and resume.

For more information, please contact Josh Elder jelder5@utk.edu