

Tiernan Field House

Student Employment Questionnaire

Position(s) Desired: (see requirements for each position on back)

- | | | |
|---|---|---|
| <input type="checkbox"/> Customer Service Associate | <input type="checkbox"/> Head Lifeguard | <input type="checkbox"/> Peer Health Educator |
| <input type="checkbox"/> Building Manager | <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Bike Shop Manager |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Scheduler | <input type="checkbox"/> Bike Shop Tech |
| <input type="checkbox"/> Marketing Assistant | | |

Personal Information

Name: _____ Student ID: _____
 Local Address: _____
 Street _____ City _____ State _____ Zip _____
 Telephone _____ Alt. Telephone #: _____
 E-mail Address: _____

Year in Study: _____ 1st _____ 2nd _____ 3rd _____ 4th _____ Grad _____ Other (describe) _____
 College _____ Major(s) _____

Are you presently employed on campus? _____ Yes _____ No If yes, where? _____
 Are you eligibility work-study eligible? _____ Yes _____ No If yes, award amount? \$ _____
 Will you be using your work-study allocation for another employment opportunity? _____ Yes _____ No
 Indicate the semester for which you are applying: _____ Fall _____ Spring _____ Summer

Certifications or Special Skills

- | | | | |
|------------------------------------|---|---|--|
| <input type="checkbox"/> CPR | <input type="checkbox"/> Personal Trainer | <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Verbal Communication |
| <input type="checkbox"/> CPRPro | <input type="checkbox"/> Fitness Instructor | <input type="checkbox"/> WSI - Swim Instructor | <input type="checkbox"/> Assertiveness |
| <input type="checkbox"/> AED | <input type="checkbox"/> Wellness Coach | <input type="checkbox"/> Master Swim Instructor | <input type="checkbox"/> Written Communication |
| <input type="checkbox"/> First Aid | | | <input type="checkbox"/> Teamwork |

Additional Certifications: _____ Leadership _____

Availability (select hours: 'X' hours, '/' half hour available) **Number of hours you would work on a weekly basis:** _____

	6 - 7am	7 - 8am	8 - 9am	9 - 10am	10 - 11am	11am - 12pm	12 - 1pm	1 - 2pm	2 - 3pm	3 - 4pm	4 - 5pm	5 - 6pm	6 - 7pm	7 - 8pm	8 - 9pm	9 - 10pm
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

Qualifications/Work Experience

List previous work experience, starting with the most recent:

Employer _____ Position _____ Date(s) (mm/yyyy) of employment _____
 Supervisor Name _____ Telephone # _____ From: _____ To: _____
 Reason for Leaving _____

Employer _____ Position _____ Date(s) (mm/yyyy) of employment _____
 Supervisor Name _____ Telephone # _____ From: _____ To: _____
 Reason for Leaving _____

Authorization

I authorize Scripps College, Tiernan Field House to obtain information about me from my previous employers. I authorize my previous employers to disclose to Scripps College Tiernan Field House such information about me as Scripps College, Tiernan Field House may request. Accuracy I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or misleading information provided in this application may be grounds termination of employment.

Signature of Applicant _____ Date _____

Tiernan Field House Student Employment Position Summaries

As a member of the Tiernan Field House team, each employee is responsible to fulfill our goals of service:

- *Stewards to maintain a clean and safe recreation environment*
- *Commitment to quality customer services*
- *Liaison between the TFH Office and the members of the Tiernan Field House*
- *Ambassadors of information, resources, respect and problem solving*
- *Service as a student member to the EOC response team on Scripps campus*

Note: Positions will be offered based on availability of time and resources; All positions must be CPR, AED, and First Aid Certified within one month of hire

Customer Service Associate (Employment Requirements)

- Greet patrons and guests, answer questions about the facility, its hours and programs.
 - Enforce and disseminate information pertaining to Tiernan Field House policies, rules, and regulations.
 - Demonstrate good public relation skills.
 - An ability to use: computers, cash register, camera, public address system.
 - One or more years experience working in customer service (preferred)
-

Building Manager (Employment Requirements)

- Must be able to work weekday nights and weekend morning and evenings
 - Must be mature, dependable and have excellent interpersonal skills
 - Excellent problem solving and interpersonal skills.
 - Enforce and disseminate information pertaining to Tiernan Field House policies, rules, and regulations.
 - Supervise and ensure the safe operation of the facility for all patrons and guests, including programs, activities, special events.
 - Supervise student staff and be able to fill in as needed.
 - Assist the professional staff with hiring and training of student staff.
 - This is an active position that requires the ability to stand for hours at a time.
 - Ability to lift 35 lbs of weight
 - One or more years experience in a supervisory role (preferred)
-

Head Lifeguard & Lifeguard (Employment Requirements)

- Must have and maintain current Lifeguard Training, CPR for the Professional Rescuer, AED, and First Aid certification (American Red Cross).
 - Must be able to swim 500 meters. Freestyle, retrieve 20lb. object from depth of pool and swim 20 meters.
 - Must be able to perform a successful rescue of a simulated active and/or passive drowning victim with proper American Red Cross CPR protocol.
 - Ensure effective performance of lifeguards.
 - Assists in hiring, training, scheduling and evaluating lifeguards.
 - Assist in ensuring current certifications for lifeguards, assess and training lifeguard staff.
 - Ability to perform water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.
-

Peer Health Educator (Employment Requirements)

Assist Health and Wellness Coordinator in developing health and wellness programs, special events, and promotion of events.

- Excellent communication skills, mature, dependable, and have good interpersonal skills.
 - Assist in development and implementation of special events and programming related to; sexual health and nutrition, and national events such as Sexual Violence and Awareness Week, alcohol prevention and education, Alcohol Awareness Week, and Love Your Body Week.
 - Training will be provided to become a certified peer health educator.
-

Bike Shop Manager and Tech (Employment Requirements)

- Provides supervision, training and feedback for the bike techs and assistants on operations, repair and maintenance issues
 - Schedules staff for operational hours of the bike shop.
 - Documents and communicates to staff all bike repairs and re-occurring issues
 - Manages, projects and communicates tools and supplemental equipment needs to the professional staff
 - Manages equipment and personnel budget
 - Develops and implements workshops and local bike rides focusing on safe riding, fixing your bike, etc. for the Scripps community.
 - Inspects, identifies and repairs bike maintenance issues; document and log all repairs
-

Administrative Assistant (Employment Requirements)

- Assists with various administrative and clerical duties including, communication, typing, record keeping, filing, budgeting documentation, inventory, and the create
 - Ability to work with spreadsheet, word processing, presentation and publication software applications.
 - Must be meticulous and detail oriented.
-

Marketing Assistant (Employment Requirements)

- Create and disseminate messages that raise awareness of TFH programs and resources to students.
 - Familiar with the Tiernan Field House mission and goals, and its partnership with consortium.
 - Aid in the development of the Tiernan Field House marketing and communication strategies.
 - Assist in the layout and design of publications, brochures, flyers, posters etc. with an emphasis on health, wellness and fitness.
 - Write and proofread TFH blog, manage social media sites including Facebook and Instagram
-

Scheduler (Employment Requirements)

- Develop and communicate schedule for the Customer Service Associates
- Create and maintain accurate reports, and records required in connection with department work processes.

Tiernan Field House

Employment Application

Position Desired: (see requirements for each position on back)

Administrative Assistant **Lifeguard**
 Building Manager **Weight Room/Fitness Attendant**
 Customer Service Associate

Personal Information

Name: _____ Student ID (SS Number): _____

Local Address: _____

Street _____ City _____ State _____ Zipcode _____

Telephone Number _____ Alt. Telephone #: _____

E-mail Address: _____

Permanent Address: _____

Street _____ City _____ State _____ Zipcode _____

Telephone Number _____ Alt. Telephone #: _____

Year in Study: 1st 2nd 3rd 4th Grad Other (describe)

College _____ Major(s) _____

Are you presently employed on campus? Yes No If yes, where? _____

Are you work-study eligible? Yes No

Rate your self in the following areas on a scale from 1 to 10; 10 being the strongest.

Verbal Communication Written Communication
 Assertiveness Teamwork

General Information

Are you legally entitled to work in the United States? Yes No

Have you ever been convicted of a crime? Yes No Yes No

Are there any felony charges pending against you? Yes No

Availability

	6-7am	7-8am	8-9am	9-10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	5-6pm	7-8pm	9-10pm	10-11pm	11pm-12am
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
Sunday															

Qualifications/Work Experience

List previous work experience, starting with the most recent:

Employer _____ Position _____ Date (mm/yyyy) of employment _____

Supervisor Name _____ Telephone # _____ From: _____ To: _____

Reason for Leaving _____

Employer _____ Position _____ Date (mm/yyyy) of employment _____

Supervisor Name _____ Telephone # _____ From: _____ To: _____

Reason for Leaving _____

Employer _____ Position _____ Date (mm/yyyy) of employment _____

Supervisor Name _____ Telephone # _____ From: _____ To: _____

Reason for Leaving _____

Use the space below to list qualifications, experiences working in customer service, working with computer/office equipment, knowledge of First Aid/CPR, etc.

At-Will Employment I acknowledge that if hired, I will be an at-will employee. I will be subject to termination or disciplinary procedure without notice or cause, at the discretion of the employer. I understand that no representative of Scripps College and Claremont Consortium, other than the president, has authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.

Authorization I authorize Scripps College, Tiernan Field House to obtain information about me from my previous employers and academic institutions. I authorize my previous employers and academic institutions that I have attended to disclose to Scripps College Tiernan Field House such information about me as Scripps College, Tiernan Field House may request. Accuracy I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or misleading information given in this application will be grounds for immediate disqualification of this application or termination of employment.

Signature of Applicant _____ Date _____

For Office Use Only: Date Received _____ Referred By: _____

Position Summary

Administrative Assistant - Customer Service Attendant

- Responsible to the SRC Office Manager
- Liaison between the TFH Office and the members of the Tiernan Field House
- Ambassadors of information, resources, respect and problem solving

Employment Requirements

- Enforce and disseminate information pertaining to Office of Recreation and SRC policies, rules, and regulations
- Demonstrate good public relation skills
- Have the ability to use: typewriter, computers, calculator, register, camera, public address system
- Be able to alphabetize and perform basic mathematical calculations

Pay Rate: \$5.85/hour

Building Manager

Responsible for maintaining a clean facility by completing several cleaning tasks.

Responsible for maintaining a safe recreation environment by enforcing policy and following established procedures.

Responsible to act as an information source and emergency rescue service for patrons and guests by gaining knowledge of facilities as written in the employee handbook and to obtain CPR/FA and AED training certifications.

Employment Requirements

- Must be certified in Professional Rescuer CPR and First Aid
- Will be required to successfully complete an AED course before being scheduled

Pay Rate = \$6.85/hour Incentive & Trainer Pay = \$7.85/hour Instructor pay = \$8.50/hr

Lifeguard

Responsible for maintaining a safe recreation environment by enforcing policy and following established procedures.

Responsible for maintaining a clean facility by completing several cleaning tasks.

Responsible to act as an information source and emergency rescue service for patrons and guests by gaining knowledge of facilities as written in the employee handbook and to obtain CPR, First Aid, Lifeguarding and AED training certifications.

Employment Requirements

- Must have and maintain current Lifeguard Training, Professional Rescuer CPR, First Aid certification (through the American Red Cross).
- Must have (or earn before first shift) Automatic External Defibrillation (AED) training.
- Must be able to swim 500yds. in 12 minutes or less, at least 200yds. freestyle.
- Must be able to retrieve a 10lb. object from the bottom of a 15ft. deep pool.
- Must be able to perform a successful rescue of a simulated active and/or passive drowning victim with proper American Red Cross CPR protocol.

Pay Rate: \$7.50/hour Special Event Pay = \$8.50/hour