

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Associate Team Leader
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are essential duties for the Associate Team Leader at the Seabury Center:

1. Supervise weight room attendants
2. Supervise Equipment Issue attendants
3. Train attendants on the above teams
4. Work several hours a week in weight room and Equipment Issue
5. Attend leadership meetings
6. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Be available on call to help out when labor assignments are missed
2. Work basketball games and other events as needed
3. Help out in hiring, training and disciplinary matters as needed
4. Lead portions of labor meetings
5. Provide other services as needed
6. See that the workplace and environs are clean.

III. Learning Opportunities:

A. Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.

- B.** Teamwork.
- C.** Management skills.
- D.** Supervision skills.
- E.** Organization skills.
- F.** Communication skills.
- G.** Disciplinary skills.

IV. Basic Qualifications:

- A.** General: Good people and organizational skills.
- B.** Skill: Responsibility, problem solving skills.
- C.** Physical: Good health and physical condition.
- D.** Academic: Passing grades.

V. Desirable Qualifications:

- A.** Dedication.

- B. Reliability.
- C. Responsibility.

VI. Narrative Summary:

Student supervised weight room attendants, trained attendants, worked in weight room and equipment issue and attended leadership meetings. Student may also have worked on an on-call basis to fill in for other workers, helped in hiring, training and staff disciplining, and led portions of staff meetings.