



Federal Work Study Job Description Form

Job Title: Athletic & Fitness staff
Department or Organization: Athletic and Fitness
Address (Off campus only):

Desired No. of Hires: 7-8

Supervisor: Alberto Nieves
Office: Building 2
Phone: 413-755-4061
Email: anieves@stcc.edu

Designee:
Office:
Phone:
Email:

General Job Description:

To provide support to the Athletics Department in various capacities. Student employees may be assigned to positions including maintenance, clerical work, fitness center operations, equipment room assistance, laundry, or open gym supervision. Assignments will be made by the Athletics Coordinator based on department needs.

Detailed List of Duties:

Athletic Events – Men's/Women's Soccer, Basketball, Wrestling:

- Assist staff with pre-practice and pre-game preparation
- Help with event setup, coverage, and post-event cleanup
- Maintain rooms and supplies, including **cleaning and upkeep of the wrestling room and related equipment**
- Handle athletic equipment, **launder uniforms and practice gear**, and manage inventory
- Game-day roles may include:
 - Scorekeeping
 - Clock operation
 - Ball person responsibilities
 - Videotaping events

Fitness Center Jobs:

- Help oversee the facility during operational hours
- Clean and organize workout areas
- Re-rack weights and ensure proper equipment use
- Report any damaged or broken equipment
- Walk through the facility to ensure all rules are followed
- Assist with laundry duties, including washing, drying, and folding fitness towels

Open Gym Supervision:

- Monitor the gym during open hours
- Check student IDs and manage sign-in procedures
- Enforce facility rules to ensure safety and appropriate use

Clerical Duties:

- Answer phones and take messages
- Greet and direct visitors
- Perform photocopying, mailing, and basic computer tasks
- Run errands on campus as needed



Student Financial Services
Building 19, Rm. 286
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-4214
Email: sfs@stcc.edu

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

With continued employment and demonstrated reliability, student workers may gain experience in:

- Leading event setups and breakdowns
- Supervising other student workers
- Coordinating departmental tasks or schedules
- Taking on more independent responsibilities within their area

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

Depending on the assigned position, responsibilities may include:

- Handling and maintaining department equipment and materials
- Providing service and support to athletes, staff, and visitors
- Maintaining confidentiality when dealing with sensitive departmental information
- Representing the Athletics Department in a professional and respectful manner

Skills and/or previous experience desired:

While many positions do not require previous experience, all student employees are expected to demonstrate:

- A positive attitude and strong work ethic
- Commitment, reliability, and punctuality
- Ability to work independently and as part of a team
- Professional appearance and behavior
- Clear, respectful communication
- Accountability and a willingness to learn

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Alberto Nieves
Signature of Supervisor or Division Dean

Coordinator of Athletic & Fitness 7-15-25
Title Date