

Sul Ross State University Position Description

Official Title: Recreational Programs Director
Salary Group: Unclassified

Job Code: 1622

Summary

Function: To coordinate all aspects of the wellness and recreational sports program. To serve as events coordinator for both Graves-Pierce and Gallego Center.

Scope: Administratively responsible for the formulation, planning, and operation of a comprehensive Recreational Sports' Program that meets the needs of all members of the Sul Ross State University community. These programs are to enhance the attainment of personal, cultural, recreational, and social goals among students, faculty and staff.

Duties

Essential: Provides vision and strategic planning to develop a comprehensive set of programs and services to meet the recreational and leisure-time needs of the University community; planning, organizing, staffing, and directing the campus Recreational Sports program; plans and coordinates recreational programming for students in coordination with other areas in Student Life; recruits, hires and supervises the lifeguards, recreational and wellness center student and professional staff members; responsible for overall supervision and control of the Fitness Center and Cheerleading program; manages the operation of the pool, recreational, and wellness functions; keeps the wellness center and pool, equipment operating with regular maintenance; coordinates and manages intramural program, including hiring and overseeing of referees; develops, manages, maintains auditable system of budget expenditures; assures the economic future of recreational sports through the development of varied revenue streams to include student fees, university support, income generation, fund-raising, and other business relationships; responsible for facility and event scheduling and management for both Gallego Center and Graves-Pierce; provides liaison with university and non-university processes; conducts program evaluation; directs compliance with university policy and regulations; administers the approved programmatic and personnel policies and procedures for all areas of the campus recreation program including the fitness center, cheerleading, and sports clubs; maintains all recreational sports reports needed to make sound management decisions, assessments, and strategic planning evaluation; publicizes all recreational sports, coordinates and updates the web pages, public relations, and marketing strategies; develops and administers the recreational sports events calendar; develops and administers special events; composes guidelines and rules for participation in the various sports programs of the department. These rules cover participation, sportsmanship, and risk management. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to the Dean of Student Life.

Given: All professional staff and student workers.

Education

Required: Master's Degree in Recreation, Sports Administration, Physical Education or related field.

Official Title: Recreational Programs Director

Job Code: 1622

Experience

Required: Prior full-time experience in campus wellness, intramurals supervision, and recreation programs or related fields, may include graduate level experience; minimum of three years experience in the administration of campus recreation programs, with an emphasis on programming, personnel management, risk management and budgeting.

Preferred: Experience at institutions of comparable size and facilities and programs in university/college environment.

Equipment/Skills

Required: Proficiency with First Aid and CPR; knowledge of intramural rules, regulations and scheduling, skill in official training and experience in promotion of individual and group programs; prior experience with policy development and enforcement relative to building and event management; experience and/or familiarity with a comprehensive sports club program; must be familiar with all sports equipment and sports programs.

Preferred:

Certifications

Required: CPR and First Aid. Should have credentials needed to obtain the following certifications: National Intramural Recreational Sports Association (NIRSA); Certified Recreational Sports Specialist (CRSS).

Working Conditions

Usual: Office conditions; 8:00 am - 5:00 pm. Exempt from overtime provisions. Position is Security Sensitive.

Special: Additional hours during peak periods. Flexible work schedule includes evening and weekend time commitments.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May, 2006