

Associate Director, Campus Recreation

Job Code 00001346

General Description

Responsible for the coordination of facility operations for all recreation facilities on campus and facility reservation.

Examples of Duties

Assist in the overall management of payroll, computer utilization and large item purchases.
Manage the marketing program for the Student Recreation Center and incorporate Recreational Sports programs.
Manage the golf course including its daily operation.
Manage facility reservation process.
Maintaining the reservation calendar and approve reservations.
Coordinate needs such as security, supervision, custodial and equipment.
Manage the payroll process for the Recreational sports office.
Maintain work eligibility requirements and documentation.
Coordinate maintenance, repairs and custodial needs for facilities.
Hire, train, supervise, evaluate and terminate employees.
Purchase equipment and supplies.
Track and record work orders to ensure completion of work orders and management of repair expenses.
Evaluate programs and services.
Review and approve budget expenditures and purchases.
Oversee memberships, facility rental, equipment rental and retail sales.
Develop and manage contracts for the Student Recreation Center and Golf Course.
Coordinate the design and publication of the Student Recreation Center brochure to create an awareness of services and programs to the campus community.
Develop strategies relating to golf course and marketing programs to adequately prepare for future programs.
Develop, manage and monitor the contracts for summer camps to assist in creating recreational opportunities for summer campers.
Process fees for the use of the facility to ensure that all users pay for facility space.
Prepare statistical reports on the usage of the Golf Course and pro shop merchandise.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Facility operations; payroll administration management; personnel management; purchasing methods and policies; negotiation techniques; staff development; bidding and contract rules; relevant laws, policies and procedures; marketing; facility management/operations; budget management; student development.

Skill in: Working as a team member on many tasks; effectively directing the work of others and motivating output; interacting with the public and collaborating with colleagues on campus; programming; leadership and growth; computers; organization.

Ability to: Understand professional materials; compare and verify columns of numbers; interpret contracts and understand complex documents; draft contracts, policies, business correspondence, letters, memos, developmental materials; complete purchase and work order requisitions; perform intermediate math; resolve problems; explain policies and procedures regarding purchasing, payroll, contracts, custodial and maintenance problems.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements