

## **Assistant Director, Campus Recreation**

### **Job Code 00001314**

#### **General Description**

Responsible for managing recreational programming through overall daily operations such as personnel management, event and staff scheduling, equipment regulation, risk management issues, membership audits, facility maintenance and promotions.

#### **Examples of Duties**

Develop policies and procedures for recreational programs to ensure safe and enjoyable recreational opportunities for student participants.

Design and integrate fitness programs that instill healthy lifestyle habits for the campus community.

Coordinate SRC Fitness programming with other campus recreation departments in order to provide a full range of fitness activities.

Monitor participants' needs and comments.

Prepare fitness brochures, schedules, and other promotional materials. Hire, train, supervise, evaluate, and terminate employees.

Manage payroll process for office.

Manage sports facility.

Oversee facility reservations to ensure maximum use of facilities and minimize conflicts.

Manage budget and travel requests.

Develop marketing strategies to advertise and promote the recreational programs.

Proofread and edit materials, correspondence, proposals and various other documents.

Maintain inventory control through daily check out system.

Perform audits to ensure safe and effective equipment and minimize loss and theft.

Order equipment for recreational programs to maintain high quality equipment.

Prepare monthly and annual statistical report on recreational facility/club usage.

Give presentations to promote recreational programs.

Organize, administer and evaluate sport specific youth summer camps.

May oversee reservation process.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** A variety of subjects and specifics for sports programming; personnel and facility management; site and equipment maintenance and security/risk management; court cases and trends in risk management policies; liability; creating policies and procedures; safety and fitness activity standards; training; computers.

**Skill in:** Effectively directing the work of clubs and staff and motivating output; developing rapport with community; working as a team member; mediation; customer service; prioritizing workload; problem solving and decision making; public speaking; time management; making presentations.

**Ability to:** Understand policy and procedure manuals and professional journals; interpret complex documents; compare and verify columns of numbers; prepare business correspondence, write letters and development materials; perform intermediate math, analyze statistical data; manage a budget and perform purchasing duties; administer and reconcile payroll, program operation expenses, club transactions; manage club records and organizational materials; perform staff evaluations.

**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**