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, 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, 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**