Coordinator, Campus Recreation

Job Code 50015105

General Description
Responsible for providing and promoting opportunities for the Texas State community to participate in recreational activities and resources.

Example of Duties
Manage University Camp and GOAL program.
Maintain safe recreational environments.
Oversee reservation processes.
Manage payroll process for Outdoor Recreational student personnel.
Develop procedures and policies for programs.
Train and supervise recreational personnel.
Write work orders for maintenance needs.
Order and purchase equipment when necessary.
Report participation statistics for activities and programs.
Develop and produce advertising and promotional strategies.
Supervise routine and non-routine vehicle maintenance schedules.
Proofread and edit written documents.
Maintain inventory control through periodic checks.
Perform semester audits.
Ensure that deposits are received and processed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Safety policies and procedures, equipment functions and uses, potential hazards to prevent potential claims of negligence, first aid-training, standard security procedures.

Skills in: Business correspondence, public speaking, establishing rapport with a variety of clients, including faculty, staff, students and members of the public, budget analysis and payroll management.

Ability to: Interpret complex documents, explain program policies to clients, delegate tasks, encourage and promote programs throughout campus.

Education and 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

Reviewed 5/17