



Job Title	Assistant Director, Campus Recreation	Job Code	SD0513
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	Union Code	0
Job Family	Student Development & Enrollment Services	Subfamily	Recreation & Wellness

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Recreation & Wellness Professionals provide instructional or program activities related to recreation, leisure, and fitness. Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. May be responsible for some facilities management.

Job Summary

Provides oversight and development of fitness and sports programs and management of the associated properties and facilities.

Representative Duties

1.
 - Coordinates and oversees the planning and administration of a comprehensive multifaceted sports and/or fitness and instructional program
 - Ensures the program and program/facilities are safe, clean, dependable, quality, fun and inclusive
 - Develops and implements documentation that guide program operations and support compliance with program departmental, university, and national guidelines
 - Recruits, hires, trains, supervises, and evaluates staff
 - Maintains all equipment and schedules routine inspection and preventative maintenance
 - Develops and administers the program budget
 - Analyzes and assesses programs, student involvement and student benefit and seek ways to better serve UCF Students
 - Serves on various committees as appropriate

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.