



Job Title	Associate Director, Campus Recreation	Job Code	SD0514
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		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

Responsible for the leadership, oversight, strategic planning and assessment of recreation facilities and operations for indoor and outdoor areas including aquatics, technology, memberships, reservations, custodial, and maintenance.

Representative Duties

1.
 - Coordinates the development and oversight of full-time staff and student staff
 - Coordinates the recruitment, supervision, evaluation and professional development of the unit’s full-time program staff
 - Assists with the management of the budget
 - Assists Student Government Association (SGA) with goals and objectives
 - Oversees all minor projects for the department that repairs and maintains facilities
 - Manages the assessment efforts in programs of responsibility
 - Collects, analyzes, and prepares statistical data including usage numbers, retention, and user demographics
 - Collaborates with staff in the creation and implementing departmental policies
 - Reconciles daily transactions for facility revenue
 - Coordinates departmental inventory

2.
 - Develops, reviews, and evaluates the implementation of the annual program calendar of events
 - Develops and implements internal and external marketing and outreach programs to increase student participation
 - Assists in the management of departmental website, content management system and social media applications
 - Prepares, monitors and leads procurement efforts while actively maintaining and balancing a program budget
 - Provides feedback and direction regarding the safety of programs, equipment and facilities accomplished by conducting observations and daily review of injury, incident and facility reports
 - Oversees the development and progression of the Risk Management, Sports Medicine and Athletic Training programs and actively direct facility and program process improvements

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience OR 4+ years of relevant work experience with a Master's Degree 2+ 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.