

Spec. Code: 4660  
Occ. Area: 02  
Work Area: 078  
Prom Line: None  
Prob. Period: 6 mo.  
Effective Date: 07/01/16

## **INTRAMURAL AND RECREATION COORDINATOR**

### Function of Job

Under direction, to develop and implement physical fitness, intramural, and recreational programs; to supervise and to manage gymnasias and other indoor and outdoor activities and facilities related to intramural and recreation programs.

### Characteristic Duties and Responsibilities

An Intramural and Recreation Coordinator typically:

1. develops, schedules, evaluates, and directs recreational programs and services for the university community;
2. supervises and schedules various intramural leagues (indoor and outdoor);
3. conducts training sessions and/or seminars for recreational staff members;
4. develops and programs physical education and fitness classes (e.g., yoga, aerobics, aquatics), weight training classes, weight control and nutrition classes, fitness testing clinics and seminars, academic course work in above fields in cooperation with academic programs, and other courses/programs that fall in line with trends, developments, and student interest in the areas of fitness and recreation;
5. manages or oversees fitness and recreation facilities, ensuring safe and clean facilities and equipment, as well as operating and maintaining, or instructing others on how to operate and maintain fitness equipment;
6. develops and programs recreational activities in cooperation with surrounding community;
7. interacts with student groups and committees in order to coordinate recreational events for the university; interacts with a wide variety of university constituencies such as, students, student organizations, university-wide committees, alumni, family members of constituencies, and the general public to design, develop and direct recreational events, services programs and activities for the university;
8. provides leadership, supervision, professional development and management to students and staff;
9. provides leadership and direction with equipment purchases, maintenance, replacement and long-range planning. Assists in developing equipment specifications, acquisition and replacement;
10. performs other related duties as assigned.

Minimum Acceptable Qualifications

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. A Bachelor's Degree in a field relevant to the position (e.g., Kinesiology, Physical Education, or closely related field).\*#
2. Two (2) years (24 months) of experience in the promotion, design, development, and administration of recreational programs.\*#
3. Current Certification/Licensure, from a nationally recognized professional organization, requiring continuing education and/or ongoing documentation of proficiency in specialty area required of position such as certified pool operator, first aid instructor, lifeguard certification, CPR, AED, personal training, the Group Fitness Instructor Certification from the American Council on Exercise (ACE) or the Personal Trainer Certification from the Aerobics and Fitness Association of America (AFAA) or similar license/certification etc.).

*\*Note: An advanced degree (Master's or higher) in Kinesiology, Physical Education, Exercise Science, or closely related field may substitute in meeting the qualifications in number 1 and count for one year of experience in number 2 above.*

*# Note: As designated by the employer, students in the final semester of a Master's Degree or similar program, may be allowed to complete an examination but will not be admitted for referral or potential job placement until such time that an official transcript is provided to the employing institution Human Resources Office.*

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of the basic rules regulations of a range of group athletic games (such as baseball, tennis, basketball, volleyball, soccer, and field hockey).
2. Knowledge of the rules, regulations and practices governing liability and patron safety issues for the specialized field.
3. Knowledge of the basic concepts of physical fitness, weight training, weight control and nutrition, aerobics, fitness testing, and health maintenance.
4. Knowledge of the scientific and physiological principles appropriate for the specialized field.
5. Ability to develop, foster, and maintain basic communication with a variety of groups (such as students, faculty, staff, and community groups).
6. Ability to promote and market the specialized services and programs under the Coordinator's purview.
7. Ability to develop, foster, and maintain positive communications and interpersonal relations with a wide variety of university constituencies.
8. Ability to exhibit a cooperative attitude with various groups.
9. Ability to foster and maintain collegial and supportive work environment with all programs and service participants and staff.