

Spec. Code: 4660
Occ. Area: 02
Work Area: 078
Prom Line: none
Prob. Period: 6 mo.
Effective Date: 10/01/20

CAMPUS RECREATION COORDINATOR

Function of Job

Employees develop and implement campus recreation programs in one or more areas of the following: intramural, fitness, facility, sports clubs, wellness, outdoor recreation, aquatics, e-sports. They will supervise indoor and outdoor activities and facilities related to campus recreation programs. They work under general supervision from designated supervisor.

Characteristic Duties and Responsibilities

A Campus Recreation Coordinator typically -

1. develops, schedules, evaluates, and directs recreational programs and services for the university community;
2. supervises and schedules various recreation programs, indoor and outdoor;
3. conducts training sessions and/or seminars for recreational staff members;
4. develops campus recreation programs and classes that fall in line with trends, developments, and student interest in the designated area of campus recreation;
5. manages or oversees recreation facilities, ensuring safe and clean facilities and equipment, as well as operating and maintaining, or instructing others on how to operate and maintain equipment;
6. develops and programs recreational activities in cooperation with the 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. Any one of the following, from the categories below:

(A) Master's degree in a field relevant to the position (e.g., Kinesiology, Sports Management, Exercise Science, Recreation, or closely related field)

OR

(B) Final semester or completed Graduate Assistantship with campus recreation or similar department performing duties for two (2) academic years consistent in area of specialization inherent to the position. *

OR

(C) Bachelor's degree in a field relevant to the position (e.g., Kinesiology, Sports Management, Exercise Science, Recreation, or closely related field)

AND

One (1) year (12 months) of work experience in the promotion, design, development, and/or administration of recreational programs.

OR

(D) 4 years (48 months) of work experience in promotion, design, development, and/or administration of recreational programs, intercollegiate athletics, campus recreation, park district or similar organization that provides similar program.

**Note: Students in the final semester of a Master's Degree program, may be allowed to complete a credential examination and will receive full consideration, including being interviewed. An offer may be extended with understanding that proof of degree based on Institution is provided to the employing institution Human Resources Office at least two weeks before the proposed start date.*

***Note: Newly hired employees may be required to obtain and/or maintain certifications in American Red Cross, CPR/AED/First Aid and Blood Borne Pathogens and similar certifications.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of the basic concepts, rules and regulations of the designated program area.
2. Knowledge of the rules, regulations and practices governing liability and ensures patron safety issues for the specialized field.
3. Knowledge of the scientific and physiological principles appropriate for the specialized field.
4. Ability to manage the daily operations of recreational facilities.
5. Ability to develop, foster, and maintain 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 a collegial and supportive work environment with all programs and service participants and staff.