



**Assistant Director of University Recreation
Regular Full-Time Position**

General Description

The Assistant Director works under the general supervision of the Director of University Recreation with shared responsibility for all aspects of department including, fitness and wellness programming, facility management, intramural sports and informal recreation.

Primary Duties and Responsibilities

- Assist the director in developing, implementing and evaluating short- and long-term goals for the Office of University Recreation.
- Work with the director in assuring the effective and efficient management of all facilities associated with University Recreation.
- Work with staff in developing, implementing and evaluating programs addressing group and individual lifetime fitness.
- Work with staff in assuring the implementation and evaluation of programs addressing the fitness needs of persons with permanent physical disabilities.
- Responsible for the hiring, training, supervising and evaluating of fitness and weight room professional paraprofessional and student staff.
- Responsible for coordinating university-wide wellness programming in concert with academic and non-academic units.
- Responsible for communicating the purpose and mission of the University Recreation program areas responsible for, including design and development of brochures, publications, articles, advertisements, etc.
- Responsible for remaining competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as necessary.
- Serve as program director in the director's absence.
- Perform other duties as assigned.

Essential Functions

- Ability to use a personal computer and demonstrate a commitment to using technology to support the goals of the department.
- Ability to successfully initiate, coordinate, complete and evaluate actions dealing with university recreation, facilities management, wellness/health promotion and student development pedagogy.
- Ability to establish and maintain accurate records and reports.
- Ability to effectively monitor budget and associated receipts and expenditures.
- Ability to assist in planning and executing sound fiscal management.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to communicate effectively.
- Ability to manage multiple priorities.

Qualifications

Master's degree in an appropriate area of specialization plus at least one year of full-time professional experience; or a Bachelor's degree with at least three years of professional experience required. Two years of experience with wellness/health promotion programming, certification as a Recreational Sports Specialist and/or Health Educator, and experience as an aerobic and/or fitness instructor desired. A background check will be required for the successful applicant.

Competitive candidates will have a strong background in university recreation activities programming with a demonstrated knowledge base in facilities management, wellness/health promotion, and recreation theory and education. Strong interpersonal, organizational and decision-making skills are a must as is the ability to work collaboratively and effectively with local and university community constituents. The successful candidate must be flexible and able to work evening and weekend hours.