UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Recreational Services/Club Sports

DIVISION: Student Development

REPORTS TO: Assistant Director of Athletics/Recreational Services and Facilities

GRADE: 10

SUPERVISES: Graduate Interns, Part-time, Full-time and Volunteer Club Sport Coaches, Student Employees and Student Leaders

BASIC FUNCTION:
Organize, administer and manage all aspects of the University's club sports program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, supervise and advise Club Sport student leaders through recruitment, student development workshops/clinics and regularly scheduled meetings.

Recruit and hire full-time, part-time and volunteer Club Sport coaches; negotiate and develop coaching contracts; perform ongoing job training; and evaluate performance in cooperation with student leaders and Assistant Director.

Manage daily operations for all Club Sports. Assist club leaders and coaches with planning, scheduling and administering all Club events including practices, special events, fund-raising, competitions, and ordering equipment and supplies.

Enforce established Departmental, University, national governing body for the teams, and Club Sport Program rules, policies, procedures and regulations. Formulate and routinely revise guidelines and operating procedures as necessary.

Coordinate all Club Sport Marketing, promotions and public relations efforts including, but not limited to, alumni newsletters, fund-raising projects, advertising and promotional releases and flyers, game programs, etc.

Develop and administer the annual budget in cooperation with the Club Sport Council and maintain precise accounting of all Club finances including expenditures and income. Approve and reconcile expenses and revenues for all Club Sports fund raising.
Maintain an up-to-date inventory of all Club Sport equipment.

Coordinate all Club Sport Team travel arrangements including vehicle and lodging reservations, competition contracts, insurance, travel report sheets and gasoline reimbursements, etc.

Develop, maintain and enforce standards of safety and risk management plan for all Club Sport Teams and facilities.

Assist the Director in cultivating potential corporate and individual sponsorships and donations in cooperation with the Athletic Department Development Officer, URI Foundation, URI Alumni Office and Club Sport leadership.

Establish, maintain and routinely update the Alumni contact database records for all club teams.

Oversee and manage the development, operation, expansion and maintenance of all off-campus Club Sport facilities including the Arrigan Memorial Sailing Pavilion and the Campanella Rowing Center. Serve as liaison, along with the Director of Recreational Services, with the outside management firm for the Brad Boss Ice Arena.

Maintain and update the Club Sports student resource Web site. Encourage and develop new Club Sport programs as demands require and within available resources.

Serve as liaison to all Regional and National Sport Associations, Campus offices and Student Senate Committees in cooperation with the URI Club Sports Council.

Prepare semester and annual reports.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree required; master's degree preferred. The following are also required: minimum of two years of experience at the collegiate level in the organization, administration, management and supervision of club sports and
recreational sports programs; experience in supervising and training student employees; excellent interpersonal skills, and written and oral communication skills; experience; proficiency wit computers. The following are preferred: fund-raising experience; coaching experience at the collegiate level; National Intramural Recreational Sports Association (NIRSA) membership and certification; current first-aid, CPR and AED certification.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.