

**Job Code: .....100253**  
**Position#: (PSA) . . (E)**  
**Developed by:.....JH**  
**Reviewed by: .....LK**  
**Approved by:.....LK**  
**Date: .....01/16; 05/18**

**THE UNIVERSITY OF RHODE ISLAND**  
**POSITION DESCRIPTION**

**TITLE:** Assistant Director, Campus Recreation

**DIVISION:** Student Affairs (Department of Campus Recreation)

**REPORTS TO:** Director, Student Affairs/Recreation Programs and Services

**GRADE:** 12

**SUPERVISES:** Professional staff, student employees, student leaders, custodial staff (as needed), graduate assistants

**BASIC FUNCTION:**

Responsible for day-to-day management of the overall facility operations including outside rentals, university events, and the Rec Service Center/Membership Desk. Additional responsibilities include: develop, oversee, and promote student learning outcomes, student development and leadership opportunities for all student employees within campus recreation and the creation and implementation of special events for the entire URI community.

Responsible for the supervision of the areas of Marketing, Facility Operations, and Fitness & Wellness for the Department of Campus Recreation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Oversee the day-to-day operation of the Rec Service Center and Welcome Center, including student staff, where all transactions are handled for the learn to swim aquatic program registration, full Rec Membership sales, Tootell Pool Membership sales, group fitness registration, personal training registration, I.M. team registration, sailing and the Edge registration.

Oversee the program and membership registration process for all Campus Recreation programs to include the utilization of a computer registration software system.

Oversee the Fitness & Wellness Program, Facility Operations, and Marketing Programs.

Supervise the Coordinator, Campus Recreation Marketing & Memberships in the creation and implementation of incentive and recruitment plans for facility members.

## **Assistant Director, Campus Recreation (PSA) (100253)**

### **Page 2 of 4**

Supervise the addition of programs for faculty, staff and the community to increase department revenue.

Oversee the day-to-day management and operations of the Anna Fascitelli Fitness & Wellness Center and Mackal-Keaney-Tootell Complex.

Develop, promote, and administer the recruitment and selection of personnel; on-going staff development & training including customer service, scheduling, evaluations, payroll, and retaining of a diverse staff.

Ensure that the Rec Service Center and Welcome Center are functional/operational to our guests/patrons and is adequately staffed at all times with student employees. Other duties include: interviewing and hiring student staff; scheduling; training; staff enrichment; staff evaluation; plan mandatory meetings as necessary; insure room is properly cleaned on a daily basis; insure all necessary forms, reports, schedules, phone lists, receipt forms, time cards, etc., are available and in proper order; post signage/notes as needed for student staff and/or patrons; perform quarterly inventory of all equipment and update cash register as needed.

Manage, be accountable for and continue to improve existing accounting processes for all cash transactions for membership fees; pool passes; aquatic registration; MGE registration; towel; lock & locker rentals; etc., per established policies and procedures. Also responsible for tracking all receipts, forms, and documents relating to all cash transactions occurring in the Rec Service Center and Welcome Center. Supervise and train all assigned student staff in this area. Open and/or secure safe as necessary.

Manage software system and hardware necessary to keep the Rec Service Center and Welcome Center operational including computers, printers, card readers, and camera.

Administer student payroll for the Facility Operations student staff on a weekly basis and perform periodic reports to monitor spending as requested.

Administer student payroll for other areas within the department when necessary.

Establish and routinely update all employee manuals and training techniques for Facility Operations staff.

Assist as a liaison in the supervision of outside rentals and university events held in the Mackal-Keaney-Tootell Complex to include: pre-planning arrangements, opening and closing the facility, supervision during the event, supervision of staff, monitor custodial overtime if required, following safety and risk management guidelines for crowd control and other safety issues, assist with any emergency situations that might arise, ensuring that the facility and the university rules and regulations are followed.

Assist with maintenance checks of the facilities to include: Tootell West Gymnasiums, all locker rooms, Keaney lobby, Mackal lobby, all exterior doors, Dance Studio, Fitness Center, all offices, Keaney Gymnasium (including ramps), all storage areas, and Anna Fascitelli Fitness & Wellness Center, etc.

## **Assistant Director, Campus Recreation (PSA) (100253)**

### **Page 3 of 4**

Assist with contracts and invoicing for all rental clients including outside rentals and internal programs.

Manage the facility schedule for varsity programs, club teams, intramural programs, open recreation, fitness programs, and outside rental groups at the Mackal-Keaney-Tootell Complex and Fascitelli Fitness & Wellness Center using facility scheduling software.

Communicate maintenance and risk management issues to the Director of Campus Recreation.

Develop, promote, conduct and evaluate special events planned for the URI Community that will encourage participation in fun and innovative programs designed to promote healthy evening/weekend alternatives within the realm of recreational leisure activities designed to reinforce positive lifestyle habits and support personal growth. Special events include, but are not limited to: Halloween 5K, Ice Safety Day, Battleship, fitness events, etc.

Develop, promote, conduct, and evaluate student employee leadership development programs for all students in the Department of Campus Recreation.

Assist with the management of the URI Campus Recreation leadership incentive program for all student staff employees.

Assist the Director of Campus with advisement of the Club Sports & Intramural Council (CSIC) and other areas of Club Sports and Intramural programs as needed.

Serve as the lead staff member for the Department of Campus Recreation and oversee, assist, implement, and monitor all Student Learned Outcomes and assist in the development, monitoring of assessment tools and document results for both student employees and program offerings.

Oversee the maintenance of the department website, department social media and networking pages, and other advertising.

Procure equipment and supplies purchase for all open recreation, special events, and student leadership development and activities, maintain accurate inventory of equipment and promote care and safety of equipment.

Participate in the development of programs, departmental objectives and long-range planning.

Responsible for keeping up to date with industry trends as it relates to staffing, technology associated with program registration and memberships, student leadership development and student learning outcomes and assessment tools.

Responsible for submitting a mid-year & end of year report under the direction and supervision of the Director of Campus Recreation.

Assist in developing and monitoring approved budget for Facility Operations staff and supplies/equipment needed for the Rec Service Center & Welcome Center and student employee development programs.

## **Assistant Director, Campus Recreation (PSA) (100253)**

### **Page 4 of 4**

Assist the Director of Campus Recreation in revenue projections and budget development for the department. Track and monitor revenue for the Department of Campus Recreation.

Support all other program areas within the Department of Campus Recreation as needed.

Assist the Director of Campus Recreation with special projects and directives from the Division of Student Affairs.

Manage internship opportunities for the department. Meet all potential students and coordinate placement in appropriate program area.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties and responsibilities as assigned by the Director of Campus Recreation.

### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software. CPR, First Aid and Automated External Defibrillator (AED) Certifications. This position may require evening and weekend responsibilities.

### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years of full-time experience in the supervision of a multi-purpose indoor recreation and/or athletic facility; Demonstrated supervisory experience; Demonstrated training experience; Demonstrated experience with budget administration and management; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must have and maintain current CPR, First Aid and AED certifications.

**PREFERRED:** Master's degree; Minimum of three years of full-time experience in the supervision of a multi-purpose indoor recreation and/or athletic facility at a college or university; Demonstrated experience with management software (such as FourWinds; EMS; Active/Class; WordPress; When-to-Work; e-Campus; File Maker Pro); Demonstrated experience with special event planning and student leadership programming; Demonstrated experience with CAS & Learned Student Outcomes in Campus Recreation; Demonstrated marketing experience; and National Intramural and Recreational Sports Association (NIRSA) membership.

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

