

Class Code: 0457
Position #: (NUNC).....0842
Developed by:
Reviewed by:
Approved by:
Date: ... 6/99; 6/05; 10/05; 4/09

**The University of Rhode Island
Position Description**

Title: Director, Student Affairs/Recreation Programs and Services
Division: Student Development
Reports to: Vice President, Student Affairs
Grade: 14
Supervises: Professional, technical and other support staff

BASIC FUNCTION:

Responsible for the operation and supervision of the Athletic Sports Complex as it relates to Open Recreation programming, for the development and coordination of a campus recreation and fitness program, and for all aspects of outside events and university events held in the athletic complex and fields.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directly supervise the following: Coordinator, Sailing Programs; Senior Processing Typist; Coordinator, Aquatics; Coordinator, Club Sports; Coordinator, Intramural Sports, Coordinator, Fitness/ Wellness; develops and oversees program budgets.

Submit overtime requests and assign duties for custodial staff for all home athletic contests, outside rentals and special University events held in the Mackal-Keaney-Tootell Complex.

Supervise daily facility scheduling, reservation, and preparation for on-going programs and special events. Devise and/or revise systems for maintaining participation statistics.

Assist with the development, review and revision, as needed, of all operation policies and procedures for Recreational Programs and Services.

Recruit, hire, orient and train, schedule, supervise and evaluate support staff including job descriptions, preparation of training materials, operating manuals, payroll, performance plans for evaluation, and conducting staff meetings for student equipment room; security; and building supervisory staff.

Provide effective safety/accident prevention program(s) and procedures for emergency care in all recreational facilities.

Schedule training/certification classes in First Aid , CPR, and AED training for support staff.

Director, Student Affairs/Recreation Programs and Services (NUNC – 0457)
Page 2 of 2

Coordinate regular cleaning schedules, special project cleaning needs and repair and replacement schedules for all equipment in all programs.

Procure new equipment and supplies for the open recreation program.

Set up registration, fee structure and associated procedures for the programs. Adjust procedures as needed.

Evaluate effectiveness of programming in meeting campus recreation and fitness needs and develop or incorporate into other recreational programming areas as appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional related duties as requested.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers (Macintosh, PC); printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in physical education, recreation, student personnel or business administration required; master's degree preferred. Also required is two years of professional experience at the collegiate level in the organization, administration and supervision of open recreation, facility operations and fitness programs. Experience with computer systems, preferably Macintosh, and with management systems for recreational facilities and programs required. Experience in supervising and training student employees and insight to participant development principles preferred. Must have excellent written and oral communication skills. National Intramural Recreation Sports Association membership and certification preferred.

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