

Class Code:..0839-2011
Position#:(PSA).....
Developed by:.....JH
Reviewed by:.....SG
Approved by:.....LK
Date:.....03/08; 4/11

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Recreation Facilities/Special Events

DIVISION Student Affairs (Department of Recreation Services)

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

GRADE: 10

SUPERVISES: Recreational Services student employees, student leaders, custodial staff (as needed), graduate assistants

BASIC FUNCTION:

Assist the Assistant Director of Athletics/Recreational Services and Facilities with the 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the day-to-day operation of the Rec Service 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.

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

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.

Serve as the lead staff member for the Department of Recreational Services 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.

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

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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.

Ensure that the Rec Service Center is 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; MFP registration; towel; lock & locker rentals; forgotten I.D.'s; tennis ball sales; 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. Supervise and train all assigned student staff in this area. Open and/or secure safe as necessary.

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

Assist with maintenance checks of the facilities to include: Tootell East & 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 within the facility, etc.

Establish and routinely update all employee manuals and training techniques for Rec Service Center Attendants and Building Supervisors.

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

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: "Gladiator Competition"; fitness/wellness jamboree; trivia bowl; turkey walk/run road race; faculty/staff fitness walk event; etc.

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

Maintain and update the Rec Service Center student resource web page.

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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.

Assist the Assistant Director of Athletics/Recreational Services and Facilities and the Coordinator of Fitness/Wellness Programs with the day to day management and operations including building supervisors and student staff for the future satellite Recreational Services facility for fitness and wellness programs.

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.

Communicate maintenance and risk management issues to the Assistant Director of Athletics/Recreational Services and Facilities.

Assist with the management of the URI Recreational Services leadership incentive program for all student staff employees.

Responsible for submitting a mid-year & end of year report under the direction and supervision of the Assistant Director of Athletics/Recreational Services and Facilities.

Assist in developing and monitoring approved budget for Rec Service Center Attendants and supplies/equipment needed for the Rec Service Center and student employee development programs.

Oversee program registration for Rhody REC Camp. Coordinate all administrative aspects of Rhody REC Camp including, but not limited to, equipment purchasing, hiring/training staff, payroll, marketing and promotions, etc.

Manage software systems and hardware necessary to keep the Rec Services Center operational, including the ActiveNetwork, photo ID camera, card readers, hand-held ID monitors, printers, etc. Maintains all departmental social media and networking pages.

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

Assist with contract development for all rental groups and internal programs, in addition to serving as the assistant liaison responsible for the supervision of outside rentals.

Assist with the development and maintenance of daily facility schedules.

Advise Club Sports, the Intramural Council and individual club sport teams as necessary. Coordinate interdepartmental and outreach programs, such as Freshman Orientation, Greek Week.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties and responsibilities as assigned by the the Assistant Director of Athletics/Recreational Services and Facilities.

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. A minimum of one year of full-time experience or two years of graduate assistantship/internship work experience in the supervision of a multi-purpose indoor recreation and/or athletic facility is required, preferably at a college or university. This position may require evening and weekend responsibilities. Must have and maintain current CPR, First Aid and AED certifications. Experience with Class software, special events planning and administration, student leadership programming, and student learning outcomes are preferred. Experience supervising student facility staff such as lifeguards, front desk attendants, and fitness room workers preferred.

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