

JOB CODE: ... **101392**
POSITION #: (PSA) (E)
DEVELOPED BY: JH
REVIEWED BY: DLJ
APPROVED BY: LK
DATE: . 05/18; 09/19

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Campus Recreation/Facilities & Operations
DIVISION: Student Affairs (Department of Campus Recreation)
REPORTS TO: Director of Campus Recreation
GRADE: 10
SUPERVISES: Campus Recreation student employees, maintenance superintendent & custodial personnel (as needed), temporary workers, graduate assistant

BASIC FUNCTION:

Responsible for the day-to-day management and care of the Mackal/Keaney/Tootell Complex, Anna Fascitelli Fitness and Wellness Center, the URI Sailing Center, and all outdoor recreational spaces. Accountable for oversight of facilities operations to include: facility scheduling, internal and external outside rental groups, special events, coordination of maintenance projects and custodial services, staff supervision, operational policies and procedures, and risk management mitigation. Assist with identification and implementation of Department's strategic goals that foster engagement and promotes a life-long commitment to holistic well-being for The University of Rhode Island community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruit, select, train, supervise, mentor, schedule, administer payroll, and evaluate a diverse facility operations student staff that includes RecWell Facility Operation attendants (in Mackal Field House), Building Managers, temporary workers and a Graduate Assistant. Work in conjunction with other full-time staff with staff trainings and other employees' events (i.e., staff appreciation) with an emphasis on leadership development, student engagement and a path to success beyond graduation.

Serve as the point of contact for facility scheduling and successful execution of events in Campus Recreation complexes. Responsible for coordinating student and internal groups, outside rentals, and University events to include but not limited to: pre-planning arrangements, contract development, event supervision, custodial/maintenance personnel management, billing, enforcement of safety and risk management rules and regulations. Manage facilities reservation systems software (EMS).

Serve as the Department's liaison and build collaborative relationships with Facilities Operations, Capital Projects, Athletics, Conferences & Special Events, Property & Support Services, Public Safety and other key university stakeholders. Support a culture that promotes collaboration focusing on customer services, safety, quality control, sustainability, and accessibility.

Responsible for the overall facilities operations planning and the day-to-day leadership and direction to ensure that the facilities are clean, safe, and accessible. Identify and recommend maintenance projects and capital improvements to enhance user satisfaction and safety. Assist in oversight of the department's internal custodial and maintenance programs, to include outside vendors and contractors. Manage facility repairs and upkeep during annual maintenance shutdowns, semester breaks, and planned and/or emergency facilities projects.

Develop and/or revise departmental policies and procedures related to facility usage, customer service, and member/guest access. Provide input and assist in the development of all emergency policies and procedures; ensure policies are implemented and enforced; conduct routine facility inspections and audits. Assist full-time staff with facilitating Emergency Action Plan training. Track and monitor accident and incident reports within the facilities.

Collaborate with the Coordinator of Fitness, Health, and Well-being to create and maintain a comprehensive tracking/inventory/preventative maintenance system, including equipment installation, routine inspections, daily cleaning and preventative maintenance, to help ensure maximum upkeep of fitness equipment.

Procure operating equipment and supplies for facility repairs and upgrades, equipment lending, supplies, and inventory, to include but not limited to: locker/towel service, equipment checkout, quest passes/day passes, laundry service, lost and found. Ensure all cash handling transactions area followed per established policies and procedures. Develop effective customer service policies which improve service levels.

Manage facilities key access, ID facility access, surveillance cameras, PA systems, emergency equipment and AED units, Material Safety Data Sheets (MSDS), and radios for the department.

Assist with management of software systems necessary to keep facilities operational and stay current with industry standards (Connect2, Supltup, Handshake, EMS, ActiveNet, IMLeagues, Fusion, eCampus, etc.).

Promote various principles and practices to maximize the departments sustainability impact on campus; help ensure facilities/spaces are as environmentally responsible as they are functional.

Compile key performance indicators, (assessments, learned outcomes, facility statistics, annual management report, etc.), and make recommendations for change when needed. Participate in departmental strategic goals and long-term planning process.

Be involved with and make meaningful contributions to departmental, divisional, and institutional initiatives, as well as within professional organizations.

Actively work with other campus departments in student persistence and retention efforts. Serve on various institutional, divisional, and departmental committees.

Contribute to an environment that values high expectations, accountability, and balanced lifestyle choices. Work in a team-centered environment and collaborates effectively with fellow colleagues.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the Director with oversight of the Campus Recreation Advisory Council.

Provide departmental leadership in development of new, creative open recreation spaces, programs and services.

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

Work a flexible schedule including some nights and weekend hours.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, work-processing, database management, and spreadsheet software; Current CPR, First Aid and Automatic External Defibrillations (AED) certifications.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. May be required to work evenings and weekends.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Sports Management, Exercise Science, Higher Education, Physical Education or a related field; Minimum of two years full-time experience in the management of a multi-purpose recreational and/or athletic facility; Demonstrated experience in recreation/athletic facilities scheduling; Demonstrated experience in developing facilities usage/rental contracts and invoicing; Demonstrated experience in risk management mitigation; Demonstrated supervisory experience; Demonstrated training experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations. Current CPR, First Aid and AED certifications.

PREFERRED: Master's Degree in Sports Management, Exercise Science, Higher Education, Physical Education or a related field; Minimum of two years full-time experience in the management of a multi-purpose recreational and/or athletic facility at college or university setting; Demonstrated experience in facility emergency response; Demonstrated experience in training student employees in a college or university setting with an enrollment over 10,000 students; Demonstrated experience supervising custodial and/or maintenance professionals; Demonstrated experience with recreation environment technology (i.e., SubItUp, ActiveNet, Fusion, EMS, Handshake, Connect2, e-Campus); Current American Red Cross Instructor Certification, Current certification of a Certified Pool Operator, and/or Crowd Managers Training; and, Demonstrated evidence of professional involvement in organizations (i.e. National Intramural Recreational Sports Association (NIRSA)).

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