

JOB CODE: ... **101580**

POSITION #: (PSA) (E)

DEVELOPED BY: JH

REVIEWED BY: DLJ

APPROVED BY:LK

DATE: 08/05/2022

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Campus Recreation/Facilities & Operations

DIVISION: Student Affairs (Campus Recreation)

REPORTS TO: Director; Associate Director of Campus Recreation

GRADE: 12

SUPERVISES: Professional Staff, Graduate Assistants, Student Workers, Temporary Workers

BASIC FUNCTION:

Responsible for the day-to-day management and care of the Mackal/Keaney/Tootell Complex, Anna Fascitelli Fitness and Wellness Center, and all outdoor recreational spaces. Oversee 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, and developing recommendations regarding budgetary planning. Under the direction of the Director, provide leadership and professional expertise with an emphasis of the following areas: customer service, communication skills, facility management, safety and risk mitigation, team building, staff development and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Providing overall leadership, vision and goals for the creation, administration, and evaluation of strategies and initiatives and lead the overall facility operational management 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. Manage facility repairs and upkeep during annual maintenance shutdowns, semester breaks, and planned and/or emergency facilities projects.

Function as the point of contact for facility scheduling and successful execution of events within Campus Recreation facilities. Responsible for coordinating successful student and internal groups events (First Year Orientation, Fall Open House, Welcome Day, URI Commencement, etc.), outside rental groups to include but not limited to pre-planning arrangements, contract development, event supervision, custodial/maintenance personnel management, billing, enforcement of rules and regulations, and safety and risk management migration.

Assist the Director and senior leadership team, to analyze and solve problems, draw valid conclusions, and develop alternative recommendations.

Provide leadership with a focus on excellent customer service and multi-use facility management, sound judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.

Uphold the core values of the organization and follow professional characteristics to include but not limited to consistently providing ethical, compassionate, displaying a positive and cooperative attitude, collaboratives effectively, student-focused, and result driven processes; consider and implement sustainable and inclusive practices; work to enhance diversity, create an environment of inclusion and embrace social justice.

Actively participate with identification and implementation of Department's strategic goals, both short and long term, that foster engagement and promotes a life-long commitment to holistic well-being for The University of Rhode Island community.

Participate in benchmarking studies aimed at identifying best practices, expand programs and services, improve facilities, and/or other initiatives which support and enhance student's engagement and success.

Serve as the Department's liaison and build collaborative relationships with Facilities Operations, Capital Projects, Office of Small Projects, Athletics (scheduling practices, home contests, and facility issues/projects), Conferences & Special Events, Property & Support Services, Public Safety, Risk Management, other key university stakeholders along with the coordination of outside vendors and contractors. Support a culture that promotes collaboration focusing on customer services, safety, quality control, sustainability, and accessibility.

Plan and coordinate the creation/revision of departmental policies and procedures related to facility usage, customer service, and member/guest access. Oversee and provide input in the development of all emergency policies and procedures; 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.

Provide strategic leadership and supervise the Coordinator of Facility Operations and the Coordinator of Aquatics with day-to-day facility management. Conduct staff meetings as needed for the purpose of enhancing communications, sharing ideas, and assessing success and needs of the staff, facilities, and programs. Process payroll and related personnel matters in a timely manner; serve as backup for entering time in eCampus for Facility Operations and the Aquatics student and internal employees.

Oversee the management of Facility Operations personnel staff: recruit, select, onboard, supervise, schedule, mentor, evaluate, and support a diverse facility operations student staff that includes facility operations attendants (in Mackal Field House and at the Anna Fascitelli Fitness and Wellness Center), Graduate Assistant(s), Program Assistants, Building Managers, temporary workers, and create a positive work environment that encourages the exchange of ideas and creativity. Work in conjunction with other full-time staff with all 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. Assist in monitoring student/program learned outcomes.

Manage facilities reservation systems software (EMS/InnoSoft Fusion). Manage other software systems necessary to keep facilities operational and stay current with industry standards (Connect2, Supltup, Handshake, EMS, IMLeagues, eCampus, Porter basket & curtain software, etc.).

Develop and effectively communicate timely and accurate information on facility modified hours, closures, and other pertinent information to full-time staff.

Manage facilities key access, ID facility access (Interflex), surveillance cameras, PA systems, emergency equipment and AED units, Material Safety Data Sheets (MSDS), Motorola walkie talkies radios and monitor and track accident and incident reports for the department, etc., while working in conjunction with the Coordinator of Facility Operations.

Responsible for fiscal integrity and management relating to all aspects of facility management. Assist with procurement facility equipment supplies and maintain inventory as needed.

Assist the Director and senior leadership team to analyze and provide input on identifying and resolving department-wide issues. Assist with responds to suggestions, concerns, and complaints regarding facility issues, in a timely, professional, and consistent manner.

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

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.

Maintain accurate records and compile key performance indicators, (assessments, learned outcomes, facility statistics, mid-year, yearly ad hoc reports as requested, etc.), and make recommendations for change when needed. Participate in departmental strategic goals and long-term planning process.

Promote and sustain a culture of transparency, professionalism, integrity, respect, and work in a team-oriented environment.

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

Work on a team that collaborates effectively with fellow colleagues and achieves targeted goals. Continue to develop expert knowledge in area of specialization and serve as a resource to all team members.

Actively work with other campus departments in student persistence and retention efforts. Represent Campus Recreation Department and serve on various Student Affairs and University 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. Be highly organized and effectively and efficiently operate in a fast paced, dynamic rapidly growing organization.

OTHER DUTIES AND RESPONSIBILITIES:

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

Assist the Director and the Assistant Director of Marketing & Outreach with special projects and directives that support the mission of Campus Recreation and Division of Student Affairs.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, work-processing, database management, and spreadsheet software. Current CPR, First Aid and Automatic External Defibrillations (AED) certifications. Must have or be able to obtain within 30 days of appointment and maintain current CPR, First Aid and Automated External Defibrillator (AED) Certifications.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Sports Management, Exercise Science, Higher Education, Physical Education or a related field; Minimum of three years of full-time professional experience in the administration/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; Demonstrate experience with budget development and management; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must have or be able to obtain within 30 days of appointment and maintain current CPR, First Aid and Automated External Defibrillator (AED) Certifications.

PREFERRED: Master's Degree in Sports Management, Exercise Science, Higher Education, Physical Education or a related field; Minimum of three years of progressively responsible full-time professional experience in the administration/management of a multi-purpose recreational and/or athletic facility at college or university setting; Demonstrated experience in facility emergency response; Demonstrated experience supervising custodial and/or maintenance personnel; Demonstrated experience in training student employees in a college or university setting with an enrollment over 10,000 students; Demonstrated experience in customer services delivery systems; Demonstrated experience with campus recreation technology (i.e., SubItUp, InnoSoft Fusion, EMS, Handshake, Connect2, e-Campus, etc.); 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.