



DATE ISSUED: 04/10

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Fitness and Recreation

JOB SUMMARY

Performs development, planning, organization, and implementation of programs and services for the University community which may include fitness, memberships, intramurals, sport clubs, recreation, outdoor adventure, climbing wall, aquatics, tennis, and golf. Is responsible for organizing, planning, and implementing programs. In the absence of a Director, this position may be responsible for the overall management of the Fitness and Recreation program, golf course, and related facilities. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Fitness and Recreation

Supervises: Position may supervise golf course business manager, golf course maintenance operators, personal trainers, group exercise instructors, clerical assistants, graduate assistants, and student assistants

PRIMARY DUTIES - May include, but not limited to the following:

Develops goals, objectives, and budget for assigned activities.

Develops and manages assigned activities for the student body.

Assists in the managing of the Fitness and Recreation Center, golf course, aquatic facilities, tennis facilities, and other facilities as assigned.

Adheres to workplace safety policies and guidelines.

Establishes safety policies and procedures for employees under charge.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

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ADDITIONAL DUTIES

Maintains activities files and budget records.
Oversees the training of student assistants and graduate assistants.
Assists with health related events and functions.
Performs other duties as requested.

EDUCATION

Master's degree in recreation, physical education, business, public administration, or a related field preferred. Bachelor's degree required. Nationally recognized CPR, First Aid, and AED certifications required. Nationally recognized professional certifications relating to the areas of responsibility are required (for example, group exercise instructor, lifeguard instructor, Class "A" certification from the Golf Course Superintendent's Association of America, etc.).

EXPERIENCE

Two years of full-time experience in recreation or a related field.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively -orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.