



DATE ISSUED: 07/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Recreation Programs

JOB SUMMARY

Assist the Assistant Director of Fitness and Recreation with the overall administration of the Campus Recreation program. This program includes open recreation, intramural leagues and tournaments, sport clubs, and outdoor adventure. This position will work closely with the Assistant Director in all aspects of the Campus Recreation program. Work is performed under general supervision of the Assistant Director, Fitness and Recreation 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: Assistant Director, Fitness and Recreation

Supervises: Graduate Assistants and Student Assistants

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

- Manages and administers sports leagues and tournaments.
- Manages and administers sports club program.
- Oversees budgets and purchases for recreation, intramural sports, and sport clubs.
- Promotes and markets all programs and activities.
- Recruits, hires, trains, and schedules graduate assistants.
- Recruits, hires, trains, and schedules sports officials.
- Supervises all programs and events.
- Promotes and markets outdoor adventure program.
- Operates within a budget.
- Prepares information for the annual budget.

ADDITIONAL DUTIES

Maintains and inventories all equipment associated with recreation, intramural sports, outdoor adventure, and sport clubs.
Plans and administers special events.
Performs other duties as requested.

EDUCATION

Master's degree in recreation, physical education, kinesiology, sports administration or related field.

EXPERIENCE

Sports officiating experience and certifications preferred.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University. Must be CPR/First Aid/AED.

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

Knowledge of the rules and regulations of games and sports offered.
Knowledge of and ability to demonstrate the use of various sports equipment.
Ability to establish and maintain effective working relationships.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
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.

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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. Employee must be able to lift and carry approximately 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoor/outdoor settings. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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 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.