Position Description

Campus Recreation Assistant Director

Working Title: Assistant Director
Title/Classification/FTE: Assistant Director, Intramural Sports; Academic Staff; 100%
Position Reports To: Reports to Director of Campus Recreation

Position Summary:
The Assistant Director of Campus Recreation provides leadership in facility operations including daily activities and classes, student supervision, members services, and student programming in the Marcovich Wellness Center. This individual will coordinate event management for the Marcovich Wellness Center and provide support for the Campus Recreation department. This individual works directly with professional staff and student staff to coordinate activities, mitigate conflicts, assess program success, and develop solutions for the department. This is a full time, 12-month position with primary weekday hours which will require occasional early morning, evening, and weekend hours.

Duties and Responsibilities:
- Provide leadership and oversight of facility scheduling, staffing, and operations of the Marcovich Wellness Center for daily activities and special events.
- Directly recruit, hire, train, supervise, mentor, and evaluate 30+ student employees with focus on student learning outcomes and on-going development.
- Secondary administrator of Innosoft Fusion scheduling software.
- Develop, implement, and monitor building usage policies for safety, guidelines for appropriate use, and quality customer experience.
- Oversee and coordinate all Facility Management work order assignments and completions for preventative and responsive maintenance needs.
- Manage the MWC fitness equipment replacement plan and schedule all preventative maintenance plans for maintaining and repairing equipment.
- Act as the building liaison and point of contact between SSC Custodial staff and campus users of the MWC for all daily cleaning, project work, event set up/clean up, and weekly schedules.
- Review, implement, and evaluate MWC Standard Operating Procedures (SOPs), policies, and safety plans; participate and comply with all scheduled emergency preparedness drills and events.
- Directly oversee the facility operations and campus programming of the Hedrick Swimming Pool including lifeguard scheduling, safety requirements, and academic course scheduling/use.
- Maintain annual compliance with Douglas County Health Department for inspection of Concessions Stand and Swimming Pool.
- Maintain accurate food/beverage and restaurant supply inventory, PoS System, and student staff training and scheduling of Level III Low Complexity Restaurant - Concessions operations for all needs within the MWC.
- Support University Program Associate with all cash handling procedural training and daily operation reconciliation.
- Support Director with annual budget development, seg fee allocation, and purchase equipment funded by the MWC Fitness Equipment account.
- Manage and administer all social media, website, and visual marketing for the Campus Recreation Department including all specific unit marketing efforts.
- Collaborate with University Relations to create and maintain quality student and member communications relative to the building hours, policies, and expectations.
- Support internal collaborations within the Campus Rec Department and MWC building for sponsored events and programs.
- Maintain accurate participation records and conduct annual assessments of user satisfaction.
• Collaborate with staff and campus partners to create inclusive and welcoming environment through policies and trainings.
• Attend all Student Affairs staff meetings, complete required campus trainings, and professional development opportunities.
• Other duties as assigned

Knowledge, Skills, and Abilities:
• Knowledge of sports facilities operations and maintenance
• Knowledge and experience in supervision of student staff
• Knowledge in higher education co-curricular impact on student retention
• Skills in organization and planning, flexibility with rapidly changing tasks
• Effective leadership and teamwork skills
• Demonstrated strong customer service skills
• Ability and capacity for self-directed independent work and creativity
• Ability to creatively use multiple marketing platforms
• Experience in conflict resolution and problem solving
• Demonstrated commitment to inclusion and diversity
• Ability to work nights and weekends as needed

Required Qualifications:
• Bachelor’s degree from accredited institution
• Experience supervising a minimum of 10 individuals
• Two years demonstrated experience with facility operation(s)
• Valid driver’s license

Desirable Qualifications:
• Master’s degree from accredited institution in Recreation or Leisure Services Management, Student Affairs, Athletic Administration, or related field.
• Experience with Innosoft Fusion
• Professional experience in higher education student employee supervision
• Experience in swimming pool operations
• Experience managing a fitness/wellness or athletic facility
• Experience in food service and/or concession stand operations
• Budget experience in excess of $25,000/year
• Current Adult AED/First Aid/CPR certification and/or lifeguard certification