UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Working Title: Director of Campus Recreation
Hayes Hill Title/Level: Dir, Intramural SP/M
Position Reports to: Dean of Students

Position Summary: This position provides primary leadership and oversight for the programming coordinated by the units within Campus Recreation, to include: facility management, recreation programming, wellness, and outreach. This position provides supervisory responsibility for Campus Recreation professional and student employees. This position is also responsible for the fiscal management of over $600,000 in budgets. This position requires leadership skills when working with staff and campus community; must deal effectively with limited staff to provide substantial programming; and requires the ability to lead and direct others. This is a full time, twelve-month position, which will require occasional early morning, evening, and weekend hours.

Duties and Responsibilities:

- Oversee the development and implementation of a comprehensive array of recreation programming including: Intramurals, Sport Clubs, Outdoor Adventure, Aquatics, Informal Recreation, Fitness & Wellness, and Community Programming.
- Oversee all facility management aspects of the Marcovich Wellness Center, Superior Challenge Ropes Course, and Outdoor Fields, including: staffing, operations, budgeting, risk management, equipment purchases, infrastructure improvements, capital planning, and preventive maintenance schedules.
- Work directly and collaboratively with third party vendors for custodial and grounds services.
- Provide guidance and oversight in strategic planning, goal setting, and the assessment of all programs, facilities, and staffing.
- Assess student learning outcomes and oversee program and services assessments. Implement change required for improvement.
- Oversee the development of all annual facility and program budgets, including program revenue and general purpose revenue operations.
- Lead, develop, supervise, and evaluate professional and student staff.
- Develop and maintain liaisons with appropriate academic, athletic, financial, facility management, administrative, and student services units on campus.
- Serve as Chair of the MWC Council to coordinate all cross-departmental matters within the Marcovich Wellness Center.
- Develop positive working relationship between internal users (recreation), campus users (campus departments), and potential external users.
- Oversee the development of departmental policies and procedures consistent with University policy and National Intramural Recreational Sports Association (NIRSA) guidelines.
- Oversee the communications and marketing of department.
- Collaborate with University Advancement to develop outside relationships for fundraising, grants, or sponsorship opportunities.
- Develop, implement, and support; programs, services, and events related to equity, diversity, inclusion, and social justice.
• Participate on campus and community committees that benefit the mission of the University.
• Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities:
• Demonstrated experience working in a dynamic, changing, and diverse environment.
• Experience establishing metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.
• Demonstrated success developing, leading and managing successful student-directed, student-centered programs.
• Demonstrated skill in developing effective collaborative working relationships within the department and with other campus constituents.
• Demonstrated skill in the fiscal management of large, complex student fee funded budgets.
• Demonstrated skill in strategic planning, goal setting, and the assessment of programs, facilities, and staffing.
• Demonstrated experience in successfully applying the principles of liability and risk management to student services.
• Strong leadership, sound judgment, managerial, organizational, interpersonal, and motivational skills.
• Demonstrated commitment to the highest industry standards of customer service, professionalism, integrity and excellence.
• Demonstrated experience working with diverse student populations, campus constituents, and community partners.
• Awareness of the American with Disabilities Act (ADA) as it relates to access and accommodation.
• Commitment to sustainable operating practices related to University facilities, equipment and programs.
• Excellent oral and written communication skills.
• Ability to work evenings and weekends as required by the responsibilities of this position.

Minimum Qualifications:
• Bachelor’s Degree
• Minimum of 4 years progressively responsible administrative and programming experience in recreation or closely related field
• Demonstrated experience in facility management and operations
• Demonstrated experience with fiscal management and planning
• Demonstrated personnel management experience, professional and students
• Valid US Driver’s License

Desirable Qualifications:
• Master’s Degree from an accredited institution
• Demonstrated experience managing a comprehensive university recreation department.
• Previous experience in collegiate environment, (including extensive involvement with student development and supervision).
- Demonstrated experience in serving the diverse needs of different departments/users within a multi-use facility.
- Strong assessment and strategic planning skills.