University of Wisconsin-Superior
Recreation Specialist
Position Description

Working title: Intramural and Competitive Sports Specialist
Hayes Hill title: Associate Recreation Specialist
Appointment: 100%, 12 month, renewable appointment
Position Reports to: Director of Campus Recreation

Position Summary:
Responsible for overseeing and administering all aspects of the Intramural, Club Sports, and Summer Camps programs. Recruits, trains, and supervises recreational sports staff including intramural program managers, supervisors, officials, and club sport leaders. This position will require evening and weekend work and will assist the department with building management as needed.

Duties and Responsibilities:
1. Administer a comprehensive intramural sports program that includes team leagues, individual sports, special events, and tournaments.
2. Recruit, hire, train, and evaluate all student staff for the intramural sports program including: a lead program manager, student supervisors, student officials, and time keepers as well as assess participation and learning.
3. Promote, organize, advertise, market, and recruit students to participate in the intramural sports programs and other recreational activities.
4. Maintain accurate program and participant records.
5. Administer a sport club program that includes recruitment of new clubs and members, transition of leadership within the clubs, travel coordination, risk and liability support, support of budget oversight, and support team competitions.
6. Advise the Sport Club Council in assisting all sport clubs with sport club promotion, direction, policy and procedure enforcement, governing body support, and budget work.
7. Assist in developing budgets for the intramural program and multiple sports clubs.
8. Develop and provide leadership of a comprehensive multi-week youth camp program and administer all of the: scheduling, recruitment, enrollment, training, and supervision of the summer camp counselors.
9. Assist with the supervision and/or facility management of the Marcovich Wellness Center and other recreation facilities during special events.
10. Participate in activities relative to the position.
11. Participate in campus and community committees that serve the mission of the University, Campus Life, and Campus Recreation programs.
12. All other duties as assigned.

Knowledge, Skills, and Abilities:
- Knowledge and experience in organization of team leagues, individual sports, and tournament play
- Knowledge and experience in intramural and sport club programming
- Knowledge and experience in officiating varied sports
- Knowledge and experience working with outside funding sources and grant support
- Knowledge and experience working with youth programs
• Effective leadership and teamwork skills
• Skill in organization and planning, follow through, and flexibility in dealing with multiple, rapidly changing tasks
• Ability to set priorities, resolve conflicts, and manage multiple priorities
• Ability to communicate effectively with students, faculty, staff, and youth both verbally and in writing
• Ability to work with variety of people from multiple disciplines, nationalities, and cultural backgrounds.

Required Qualifications:
• Bachelor’s Degree in Recreation, Sports Management, or related field from an accredited institution
• One year experience in hiring, training, supervision and evaluation of student or professional staff.

Desirable Qualifications:
• Master’s Degree in Recreation, Sports Management, or related field from an accredited institution
• Relevant certifications in varied sports officiating such as: football, volleyball, and basketball
• Experience in collegiate environment working with and developing students
• Progressive experience in management of recreational programs and/or facilities
• CPR/AED Certification