

Sul Ross State University

Position Description

Official Title: Recreational Sports Assistant

Salary Group: 6

Job Code: 3622

Summary

Function: Assists Director of Recreational Sports to develop a comprehensive set of programs and services to meet the recreational and leisure-time needs of the University community.

Scope: Assists with planning, organizing, staffing, and directing the campus Recreational sports program and coordinating recreational programming for students in coordination with other areas in Student Life.

Duties

Essential: Assist with day to day operations of front desk area; assist with registration for leagues, events, classes; provide information for Graves-Pierce Recreational Sports Facility, Pete P. Gallego multi-purpose building and assist during special events; maintains various records and filing systems, assist in maintaining inventory and orders equipment and materials for department; assists with recruiting, hiring and supervising the lifeguards, recreational and wellness center student workers; including hiring and overseeing of referees; assist with upholding and enforcing rules and regulations specific to recreational facility to insure safety, well-being, and positive experience for all of our customers; work in cooperation with Director to manage evening and weekend programs. Responsible for marketing programs and facilities, representing program area in orientation, admission functions; liaise with News and Information and Student Activities; lead and coordinate Summer Camp initiative to expand offerings; update website on weekly basis; prepare monthly newsletter for campus community; maintains weekend operations and programs. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: General supervision from Director of Recreational Sports

Given: Supervises student workers

Education

Required: Bachelor's degree in recreation, sports management, or related field

Preferred: Master's degree in recreation, sports management or related field

Experience

Required: One or more years experience in recreation, sports management or related field

Preferred: Prior professional experience working with recreational sports in campus wellness, intramurals supervision, and recreation programs or related fields in a college setting with an emphasis on programming, personnel management, and risk management, skill in official training and experience in promotion of individual and group programs; prior experience with policy development and enforcement relative to building and event management; experience and/or familiarity with a comprehensive spots club program; must be familiar with all sports equipment and sports programs.

Equipment/Skills

Required: First Aid and CPR certification must be obtained within six months of employment; knowledge of intramural rules, regulations and scheduling; computer skills including basic word processing, spreadsheet analysis, and web design

Preferred: Ability to maintain excellent public relations and cooperate with and interpret recreational philosophies to the general public, user groups, and students

Working Conditions

Usual: Both indoor and outdoor duties in various locations. Position is Security Sensitive.

Special: Light to moderate physical duties; irregular hours including evenings and weekends; travel with student groups

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: July, 2007