



Recreation and Wellness Coordinator

Campus Life

CL/6

JOB SUMMARY

The Coordinator of Recreation and Wellness is responsible for the implementation, organization and management of the elements associated with the College's Intramural and Recreation Program, working very closely with all areas of the campus, particularly with the Division of Student Affairs and Athletics. The Coordinator of Recreation and Wellness is responsible for the intramural fields, outdoor education facilities, and portions of the Student Center.

MAJOR DUTIES

- Coordinating a comprehensive intramural program for Darton College students and the Darton College community. This includes scheduling facilities, assessing recreational and intramural programs, coordinating officials, scheduling games, supervising games, publicizing events, recruiting participants, ordering equipment and any other duties associated with the intramural and recreational programs;
- Develop policies for the conduct of Intramural and Recreation programs; research and create innovative programs and activities that will appeal to the university's internal community;
- Build and maintain a sense of enthusiasm and excitement around program offerings;
- Oversee the management of all aspects of the Intramural and Recreation Program, including intramural sports, outdoor education, open recreation, and all other applicable programs and services;
- Hire, train and supervise staff associated with the program;
- Work with staff on staff development initiatives and conduct performance reviews;
- Provide leadership in the development and operation of the Intramural and Recreation Program and Outdoor Education for the college;
- Develop and implement programs and services to satellite campus–Cordele Center.
- Assure medical provisions, including health clearances and safety precautions, for all participants of the Intramural and Recreation Program and Outdoor Education limiting liability exposure of the department;
- Provide adequate publicity for all aspects of the program through print and electronic media, public appearances, collaboration with other groups on campus and website development;
- Provide for an annual program evaluation, including participant feedback on program offerings;
- Prepare and submit regular reports on specifics related to the program, including budgetary reports, to the Vice President for Student Affairs or his/her designee;
- Other duties as assigned by the Director of Campus Life

KNOWLEDGE REQUIRED BY THE POSITION

- Ability and willingness to be certified to work and supervise an outdoor and indoor ropes course.
- Outstanding organization and communication in both written and verbal skills.
- Ability to work evening and weekend hours as well as the ability to coordinate and attend out of town student and professional conferences.
- Knowledge of sports rules, officiating, and tournament scheduling required.
- One-two years of experience in working in a sports or recreational setting is preferred.
- Cardiopulmonary Resuscitation (CPR) certification required.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Campus Life will assign work in terms of general instructions. The supervisors spot-check completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Clubs and Organizations Handbook, the Student Handbook, the Georgia State Accounting Office Policy Manual, the Georgia State Accounting Office Travel Policy Manual, and college and program policies and procedures, RA Manual, and Resident Handbook. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the operations of the departments. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking.
- The work is performed in an office, on an athletic field and/or on a rock climbing structure.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises the work of assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with an associate's degree and related experience.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.