AUBURN
Human Resources

Assoc Dir, Campus Recreation Programs

Job Description

JOB INFORMATION

Job Code	AE47
Job Description Title	Assoc Dir, Campus Recreation Programs
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/27/2017

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Directs the activities of facilities and operations, competitive sports, outdoor recreation, fitness and wellness programs of Campus Recreation.

RESPONSIBILITIES

- Directs and leads a comprehensive Campus Recreation program(s) ensuring compliance with safety and risk management and liability policies and procedures and following generally accepted recreation principles.
- Oversees and monitors the planning and review of budgets and expenditures, programs, strategies, events, and schedules for Campus Recreation activities.
- Directs the recruitment, hiring, training, supervision, evaluation and professional development of student staff to include sports and facilities supervisors, sports officials, and athletic trainers, group fitness instructors, personal trainers and membership and marketing students, ensuring information is provided on proper procedures, techniques, recreational principles on safety, risk management and liability, sport specific rules, professional conduct and university policy.
- Assists in ensuring facilities, equipment, and materials for recreational programs are acquired, maintained and in good working order.
- Prepares, promotes, and presents information at meetings with staff and participants.
- May plan, develop, and execute a comprehensive recreational fitness and wellness program for students, faculty, and staff.
- May perform assessments and surveys necessary to determine the value and necessity of programs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, Sports Management or related field	and	6 years of	Experience in university or corporate health/fitness setting with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fitness program management, sports and facilities management, budget formulation and execution, design, training, and instruction as well as recreation policy and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.