AUBURN
Human Resources

# Assoc Dir, Recreation Facilities & Programs

Job Description

## JOB INFORMATION

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| Job Code | AE48 |
| Job Description Title | Assoc Dir, Recreation Facilities & 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 | 9/17/2014 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Student Resources |
| Job Function: | Campus Recreation |

## JOB SUMMARY

Directs and oversees sports programs, membership programs, day-to-day operations of the building and building maintenance segments of Campus Recreation.

## RESPONSIBILITIES

- Oversees and monitors the planning and review of budgets, programs, strategies, events, and schedules for assigned Campus Recreation programs.
- Oversees the day-to-day operations of the Recreation and Wellness Center.
- Directs, establishes, and reinforces the safety and usability of the Recreation and Wellness Center through oversight and scheduling of the facility.
- Identifies maintenance problems throughout the building and oversees minor maintenance work or schedules work with facilities staff to resolve problems.
- Responsible for ensuring that all of the audio/visual and electronic equipment is available when requested and is in a usable condition.
- Oversees the custodial staff ensuring that the cleanliness and sanitary conditions of the building are maintained.

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

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| 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 Health, Physical Education, Recreation, Sports Administration, or related field. | and | 9 years of | Experience in event planning, scheduling and coordination and facility operations | |

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| Substitutions Allowed for Experience | Yes |

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation, sports management/administration and facility operations.

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | |
| Wet | | | | X | |
| Noise | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

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