AUBURN
Human Resources

Dir, Recreation Programs

Job Description

JOB INFORMATION

Job Code	AE65
Job Description Title	Dir, Recreation Programs
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/14/2014

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Plans, develops, and implements comprehensive recreational and wellness programs that meet the needs of Auburn University students, employees, and family members.

RESPONSIBILITIES

- Directs and leads multiple campus recreational, fitness, and wellness programs and services, ensuring compliance with safety, risk management, and liability policies and procedures and following generally accepted recreational principles.
- Supervises the planning, development, and execution of comprehensive fitness and wellness programs to include programming, physiological assessments, personal training, nutritional programming, etc. for students, faculty, and staff of Auburn University.
- Supervises the planning, development, and execution of intramural and club sports programs to include overseeing the training of a student staff to administer both an effective intramural and club sports program.
- Supervises the planning, development, and execution of a comprehensive outdoor recreation program to include overseeing student staff to lead trips, organize and lead adventure training, and operate the climbing wall.
- Oversees the development of a sports officiating association to provide effective officiating and game management for intramural and club sports.
- Directs the implementation of an effective marketing program that provides information on all recreational programs, manages the departmental website, and coordinates the use of social media to promote Campus Recreation activities.
- Develops an effective and efficient assessment program for all fitness and wellness programs, ensuring quality control and continuous improvement.
- Provides leadership and direction for the department on assessment and strategic planning.
- Develops and manages the departmental budget for assigned programs.
- Directs the development of strategic long- and short-term goals for assigned areas.

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	
Master'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 supervising university or corporate health/fitness programs	

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 fitness program design, training, and instruction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Cardiopulmonary Resuscitation (CPR)		Upon Hire	Required	And
	AED (automated external defibrillator)	Upon Hire	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	
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.