

Associated Students, CSULB Position Description

Position Title:	Recreational Sports Coordinator
Division:	University Student Union
Department:	ASI Recreation
Reports To:	Assistant Director, Student Recreation & Wellness Center
Comparable CSU Classification:	Student Services Professional B (Code 3082)
Payroll Classification:	Full-Time, Exempt
Approved:	May 23, 2019

GENERAL STATEMENT

The Recreational Sports Coordinator assists in the development and administration of a comprehensive intramural and inclusive program, indoor equipment checkout and pro shop service which serves a diverse campus community. The incumbent leads a team of qualified staff in several programmatic areas that help participants in developing physical, mental, social, and emotional wellness.

"This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter."

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Develops, organizes, administers and supervises revenue generating recreational sports program, including program development and implementation, evaluation of new and existing programs, marketing, facility scheduling, daily coordination of operations, administering budgets, monitoring budgetary records and staffing; ensures the timely dissemination, collection and organization of intramural team rosters; sets direction for the recreational sports program for students, faculty and staff. Partners with campus community leaders and organizations as well as campus departments in the development of mutually beneficial activities.
2. Directs the indoor equipment checkout service, intramural league and tournament registration program for the SRWC, including proprietary computerized systems inventory control and procurement recommendations of indoor equipment. Oversee the facilitation of staff emergency preparedness drills.
3. Manages the departments' inclusive programming. This includes providing supervision and leadership for all Inclusive Recreation student staff. Ensures the continued improvement of inclusive recreational programs through evaluation and adherence to national, state, and local standards.
4. Manages the pro shop for the SRWC, including inventory control and procurement recommendations of pro shop items.
5. Ensures that day to day business functions of the intramural sports and inclusive programs, including all cash handling, inventory control, and fundamental business practices while adhering to the appropriate audit standard.
6. Coordinates facility needs for open recreation program within SRWC, in conjunction with the other facility programs.
7. Creates, updates and maintains standard operating procedures, employment training manuals, safety rules, and standards and guidelines for program areas.

8. Assists the Assistant Director in developing budgets and financial projections and monitors monthly financial statements for the intramural and inclusive sports program. Initiates cost-containment measures or revenue generation strategies to ensure that program meets or exceeds financial expectations.
9. Supports student assistants, inclusive recreation assistants and other department programs with scheduling events, including games, tournaments and locations. Develops, implements, and supervises additional special events and programs.
10. Maintains statistics on the amount of participation within program and conducts formal evaluations of those programs and events. Develops survey instruments used for program evaluations and yearly reviews.
11. Utilizing ASI's student development philosophy, recruits, trains and mentors student assistants.
12. Maintains inventory of all program equipment. Tracks wear and tear of equipment and makes recommendations for repair and replacement.
13. Maintains regular office hours. Periodic night and weekend work may be required during events and league play.
14. Performs SRWC special projects which may include development of programs, research and data assessment in global recreation areas. Collaborates with staff and student to accomplish projects, including coordinating tasks, managing group functions, and ensuring appropriate follow up.
15. Serves on ASI, University, and NIRSA committees as directed or approved.
16. This position is a required limited reporter.

SUPERVISORY RESPONSIBILITIES

Supervises 45-55 student assistants, work study students, and event staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in Recreation, Kinesiology, Sports Management, or related field. Experience in the Recreational Sports field preferred. Four years of experience in recreation or athletic field management. At least two of the four years should be at the supervisory level. A Master's Degree in physical education, recreation or a closely related field may be accepted as an equivalent to two years of years of experience.

Knowledge and Abilities

Thorough knowledge of modern recreational sports methods, practices, and trends. The ability to identify and apply these methods, practices, and trends in a consistently evolving work environment. General working knowledge of the program, activities and services, or ability to rapidly acquire such knowledge as a condition of continued employment. General working knowledge of the organization of CSULB.

Ability to read and interpret documents such as funding policies, form instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before customers, employees, and visitors to the office. Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

California Driver's License necessary as incumbent will drive university vehicles as needed including ASI carts, van and/or truck.

Other Skills and Abilities

Work requires frontline contacts with a variety of campus and community individuals requiring active problem-solving and interpersonal communication skills.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit at a reception station for extended periods of time; use hands to sort and file documents; use fingers to operate a computer keyboard; and be able to talk and hear. The employee is frequently required to walk to other offices within building and other buildings on campus. The employee is occasionally required to stand. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. The work environment is generally 60% indoors in a temperature-controlled office and 40% outdoors in various weather conditions.
2. The noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee works near swimming pools and various types of recreation equipment and is occasionally exposed to the risk of slipping and falling.

I acknowledge receipt of the foregoing Position Description and understand that I am accountable for the performance of the Essential Duties and Responsibilities contained therein.

Employee's Signature _____ Date _____

I acknowledge receipt of the foregoing Position Description and approve it as an accurate representation of the Essential Duties and Responsibilities of the position, as well as its Minimum Qualifications, Physical Demands and Work Environment.

Supervisor's Signature _____ Date _____