



DATE ISSUED: 02/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Pioneer Hall

JOB SUMMARY

The Pioneer Hall Supervisor reports to the Executive Director of Fitness and Recreation, with oversight from the Kinesiology Departmental Chair, and has the primary responsibility for the daily management of customer service, supervision of the Indoor Pool Manager, and supervision of student employees for Pioneer Hall. In addition, the Pioneer Hall supervisor schedules, handles reservations, and event set-ups and breakdowns within Pioneer Hall. Work is performed under the supervision of the Executive Director of Fitness and Recreation with oversight from the Kinesiology Departmental Chair and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director of Fitness and Recreation with oversight from the Kinesiology Departmental Chair

Supervises: Indoor Pool Manager and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides leadership, support and strategic direction for areas of responsibility including staff, faculty, programs, and facilities, including oversight for Indoor Pool Manager.
- Develops, analyzes, and oversees budgets for areas of responsibility including income and expenses with oversight from Kinesiology.
- Manages scheduling for Academics, Fitness & Recreation, and special events.
- Oversees the development of risk management strategies, safety and emergency procedures and protocols.
- Directs the recruitment, training, supervision and evaluation of student staff to align with student employee policies and procedures to align with Fitness & Recreation.
- Implements Kinesiology and Student Life policies, procedures and protocols.

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- Forms strong networking ties with campus organizations, academic departments, divisional departments and community to provide programming and services that align with the mission of the department and the university.
- Assures equipment orders are delivered and inventoried appropriately by student employees and assists in the purchasing of new equipment with Kinesiology and Fitness & Recreation.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Kinesiology, Recreational Sports, Sports Management, Recreational Administration, Leisure Studies, or a related field with a Master's degree preferred. CPR/First Aid Instructor preferred. Life Guard Instructor Certification. CPO Certification.

EXPERIENCE

Two years experience working in facilities, fitness setting is preferred. Experience in a university setting is preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. This position will work an assigned shift and some evenings and weekends depending upon unit, divisional, and programming needs.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of department and emergency action procedures.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.

- Ability to respond to emergency situations in a timely manner.
- Ability to perform CPR and First Aid.
- Event and Operations management experience.
- Ability to work an assigned shift and some evenings and weekends depending upon unit, divisional, and programming needs.
- Ability to use a personal computer and other office equipment including, university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors in an office setting or classroom setting.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.