



DATE ISSUED: 09/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Fitness and Recreation

JOB SUMMARY

The position has specific oversight of the Intramural program including hiring, training, scheduling, supervising and evaluating of officials and Intramural supervisors, and supervising the marketing for the department including supervising student led marketing staff, social media, and supporting, developing, and programming for the Dallas and Houston campuses. Responsible for providing vision, leadership, and direction for recreational programs and facilities that will align with the mission of the University and the Division of Student Life. Work is performed independently with general direction and performance that is based upon the completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director, Fitness and Recreation

Supervises: Graduate Assistants, Student Supervisors and staff, and Part-Time Staff

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

- Provides vision, planning and management for a comprehensive recreational sports department, including all programs, services and facilities.
- Serves as point of contact for the Dallas and Houston campus programming including recreation, fitness, outdoor adventure, and special events.
- Collaborates with Dallas and Houston Assistant Directors to assess student interest for recreational and fitness programming on the respective campuses.
- Assists with coordinating fitness and recreational programs, special events, activities on the Dallas and Houston campuses.
- Provides direction for the following programming areas: Intramural sports, Open Recreation, club Sports, and Marketing.

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- Oversees budgets for areas of responsibility including income and expenses.
- Assists with unit strategic planning and assessment related to Intramural Sports, open recreation, Club Sports, and marketing.
- Oversees the development of risk management strategies, safety and emergency procedures and protocols.
- Coordinates the recruitment, training, and supervision of student staff with other professional staff for the Dallas and Houston campuses.
- Develops and implements recreational policies, procedures, and protocols.
- 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.
- Oversees marketing and promotions of all department programs, facilities, and special events including student led media marketing and social media.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in recreation, physical education, business, public administration, or a related higher education field is required. Nationally recognized professional certifications and training relating to the areas of responsibility are preferred. Current CPR, AED, and First Aid certification.

EXPERIENCE

Five years of full-time experience in recreation or a higher education field. Intramural and Open Recreation programming experience, Sport clubs and marketing experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours, to include irregular hours, is an essential function of this position.

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

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- 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.
- Knowledge of best practices with regards to facility maintenance and operations.
- Knowledge of fitness and recreational software and programming.
- Knowledge of university policy and procedures with regards to facility usage.
- Knowledge of funding restrictions as they relate to facility and equipment usage.
- Ability to use word processing, spreadsheet, and presentation software packages.
- Ability to conduct presentations as part of marketing and staff training efforts.
- Ability to adjust, operate, and troubleshoot recreation equipment.
- Ability to track program participation and facility usage.
- Ability to determine student satisfaction with facilities and programs.
- 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 normally performed in a typical interior work environment.

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

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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:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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.