



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

## **JOB DESCRIPTION**

### **TITLE**

Associate Director, Fitness and Recreation

### **JOB SUMMARY**

Serves as a part of the departmental leadership team in strategic planning, assessment, budget development and analysis, risk management, staff development and the oversight of the day-to-day operations. The position is responsible for the three fitness centers located on Denton, Dallas, and Houston campuses, multiple recreational facilities including an indoor gymnasium, climbing wall, outdoor basketball and volleyball courts, an intramural field, eight tennis courts, an outdoor adventure center, and the potential for additional space usage in Pioneer Hall. Also responsible for providing vision, leadership, and direction for all fitness and recreational staff programs, and facilities that will align with the mission of the University and the Division of Student Life. Work is performed independently with only general direction 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 & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Executive Director, Fitness and Recreation

*Supervises:* Assistant Director, Fitness and Recreation, Coordinator, Outdoor Adventure, Supervisor, Fitness Programming, Supervisor, Fitness Facility

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

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

- Provides leadership, support and strategic direction for areas of responsibility including staff, programs, and facilities.
- Develops, analyzes, and oversees budgets for areas of responsibility including income and expenses.
- Assists with departmental strategic planning and assessment.

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- Oversees the development of risk management strategies, safety and emergency procedures and protocols.
- Directs the recruitment, training, supervision and evaluation of full-time and part-time staff.
- Develops and implements departmental 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.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

### ***EDUCATION***

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

### ***EXPERIENCE***

Five years of full-time experience in recreation or a related field. Intramural and Open Recreation programming experience, Outdoor Adventure programming experience, and Golf programming experience.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work 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.***