



TEXAS WOMAN'S
UNIVERSITY™

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JOB DESCRIPTION

TITLE

Executive Director, Fitness and Recreation

JOB SUMMARY

Provides leadership and direction for the daily operations of a comprehensive Fitness and Recreation program to support and promote a healthy lifestyle to the Texas Woman's University community. The Executive Director is responsible for managing, planning, organizing, marketing, promoting, staffing and evaluating all functions of the Fitness Center, tennis facilities, indoor pool, fitness/aquatics programs, recreation programs, and University Golf Course. TWU has fitness facilities on three campuses. Including, responsible facility management in directing the scheduling, coordinating usage, and supervising the operation of the Movement Science Complex. Works with the Kinesiology department to ensure policies for scheduling and utilization of the facility and activity areas are followed. Work is performed under minimal supervision with broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: The Vice President of Student Life

Supervises: Directly supervises two Assistant Directors; indirectly responsible for Recreation Supervisor, Fitness Supervisor, Supervisor, Fitness Facility, Graduate Assistants, Student Assistants and support staff

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

- Responsible for the overall management and oversight of all Fitness and Recreation facilities on all three TWU campuses.
- Provides vision and strategic direction for the department to complement the mission and goals of the University.

- Supervises staff members, including the recruitment, hiring, training and evaluating a team of seven full-time professional staff and 120 student assistants on all three campuses.
- Coordinates, implements, and promotes a variety of fitness and recreation programs, services, and activities among faculty and staff of TWU.
- Interacts with campus administrators, faculty, staff, students, alumni, vendors, and the general public, including prospective students and their families.
- Develops fiscal policies, budgets, and controls to ensure the department operates within University financial guidelines.
- Develops, maintains, and submits regular reports of all programs and activities.
- Mentors staff members on career-related skills, interpersonal communication, leadership and supervision skills and other aspects of personal and professional development.
- Leads efforts for the department related to strategic planning, student learning outcomes, needs assessment, and satisfaction surveys.
- Participates on campus and community committees that serve to benefit the mission of the University.
- Establishes and maintains policies and procedures for the operation and the program and facilities consistent with University policy and business practices and National Intramural Recreational Sports Association (NIRSA) guidelines.
- Initiates and engages stakeholders in the strategic vision and action plan for facilities, programs and services related to budget, policies, planning, expansion, student development and collaboration.
- Develops and implements policies for the use and maintenance of the Movement Science Complex and related equipment.
- Responsible for the management of scheduling of the Movement Science Complex with Kinesiology and academic facilities.
- Assists the Chair of the Kinesiology department with academic accommodations.
- Adheres to and enforces workplace safety policies and guidelines.
- 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

- Assists with health related events and functions.
- Performs other duties as requested.

EDUCATION

Master's Degree in Physical Education, Recreational Administration, Sports Management/Administration, Kinesiology, Exercise Science, Health Administration, Facilities Management, or a related field required.

EXPERIENCE

Eight years experience in a comprehensive recreation environment with experience in management of professional staff; experience in a university setting is preferred. Candidates should hold appropriate memberships and certifications, including membership to the National Intramural-Recreational Sports Association (NIRSA) and/or American College of Sports Medicine (ACSM). Position may require non-standard work hours (nights and weekends).

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 manage budgets and fiscal affairs and to develop and implement assessment and strategic planning methods, preferably in a college or university setting.
- 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 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 and/or outdoors.

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:** _____

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.