



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Recreational Sports

JOB SUMMARY

The Recreational Sports Supervisor is a professional staff position in Fitness and Recreation. The Recreational Sports Supervisor reports to an Assistant Director of Fitness and Recreation and has primary responsibility for the daily management of the intramural, club sports, and open recreation programs for Fitness and Recreation and their associated facilities. The Recreational Sports Supervisor oversees the programming and operations of intramural fields, a sand volleyball court, tennis courts, and a gymnasium. In addition, the Recreational Sports Supervisor works closely with the Department of Kinesiology and other campus groups to support and jointly provide programming on behalf of TWU's students. Work is performed under general supervision of the Assistant Director, Fitness and Recreation 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: Assistant Director, Fitness and Recreation

Supervises: Graduate Assistants and Student Assistants

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

- Directs supervision, recruiting, training, evaluation, and scheduling of student recreational staff and intramural officials.
- Develops and implements comprehensive training programs for student staff.
- Develops, implements, and oversees intramural and recreational programming primarily geared towards the students of Texas Woman's University.
- Develops, implements, and oversees a competitive club sports program at Texas Woman's University.
- In conjunction with the Assistant Director, works with the Department of Kinesiology to develop, implement, and oversee a disabled sports program.

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- Conducts inventory of sports equipment.
- Oversees the scheduling and maintenance of recreational facilities.
- Responds to and resolves customer service issues.
- Oversees the recruitment and selection process for recreational and intramural staff.
- In conjunction with the Assistant Director, develops and implements policies and procedures for areas of responsibility.
- Responsible for managing a budget.
- Provides reporting to the Assistant Director concerning program participation, usage numbers, concerns, facility maintenance, budgetary information, assessments, and other information as necessary.
- Coordinates rentals of the tennis courts and gymnasium with Conference Services and various campus organizations.
- Develops, maintains, and updates a policies and procedures manual for intramural and recreational facilities and programs.
- Develops, maintains, and updates an employee handbook for intramurals and recreation.
- Develops, implements, and oversees club sport policies and procedures including registration, club formation and management, finances, record keeping, travel, and scheduling.
- Serves as a liaison with Facilities Management and vendors with regards to facility maintenance and repairs.
- Establishes safety policies and procedures for employees under charge.
- 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

- Maintains activities files and budget records.
- Assists with special events and functions.
- Supports divisional programs and initiatives.
- Serves on divisional and university committees as needed.
- Performs other duties as requested.

EDUCATION

A bachelor's degree in Kinesiology, Recreational Sports, Sports Management, Leisure Studies, or a related field. Master's degree preferred. CPR/First Aid Instructor preferred. Must be able to obtain preferred certification within six months of hire.

EXPERIENCE

Two years of supervisory experience in a sports setting is preferred. Experience with sports leagues, tournament organization, and officiating is required.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University. Must be CPR/First Aid/AED instructor within six months of hire.

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:

- Knowledge of the rules of major recreational sports including soccer, volleyball, softball, flag football, basketball, and baseball.
- Knowledge of and ability to demonstrate the use of various sports equipment.
- Knowledge of tournament types.
- Knowledge of department and university emergency action procedures.
- Knowledge of department and university procedures for hiring, disciplining, terminating, scheduling, and paying employees.
- Ability to plan, market, and implement recreational sport tournaments and activities.
- Ability to learn the rules of novel sports.
- Ability to train officials in the rules of sports and in how to officiate games.
- Ability to learn point-of-sale and scheduling software.
- Ability to perform CPR and first aid.
- Ability to operate a university-owned vehicle.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Employee must be able to lift and carry approximately 50 pounds. 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. The noise level is usually moderate to loud.

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.

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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.