
Auburn University Job Description

Job Title:	Dir, Recreation Programs	Job Family:	No Family
Job Code:	AE65	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Plans, develops, and implements comprehensive recreational and wellness programs that meet the needs of Auburn University students, employees, and family members.

Essential Functions

1. Directs and leads multiple campus recreational, fitness, and wellness programs and services, ensuring compliance with safety, risk management, and liability policies and procedures and following generally accepted recreational principles.
2. Supervises the planning, development, and execution of comprehensive fitness and wellness programs to include programming, physiological assessments, personal training, nutritional programming, etc. for students, faculty, and staff of Auburn University.
3. Supervises the planning, development, and execution of intramural and club sports programs to include overseeing the training of a student staff to administer both an effective intramural and club sports program.
4. Supervises the planning, development, and execution of a comprehensive outdoor recreation program to include overseeing student staff to lead trips, organize and lead adventure training, and operate the climbing wall.
5. Oversees the development of a sports officiating association to provide effective officiating and game management for intramural and club sports.
6. Directs the implementation of an effective marketing program that provides information on all recreational programs, manages the departmental website, and coordinates the use of social media to promote Campus Recreation activities.
7. Develops an effective and efficient assessment program for all fitness and wellness programs, ensuring quality control and continuous improvement.
8. Provides leadership and direction for the department on assessment and strategic planning.
9. Develops and manages the departmental budget for assigned programs.
10. Directs the development of strategic long- and short-term goals for assigned areas.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, Sports Management or related field
Experience (yrs.)	6	Experience in supervising university or corporate health/fitness programs

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of fitness program design, training, and instruction.

Certification or Licensure Requirements

CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/14/2014
