
Auburn University Job Description

Job Title: **Assoc Dir, Campus Rec Prog**

Job Family: No Family

Job Code: **AE47**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Directs the activities of facilities and operations, competitive sports, outdoor recreation, fitness and wellness programs of Campus Recreation.

Essential Functions

1. Directs and leads a comprehensive Campus Recreation program(s) ensuring compliance with safety and risk management and liability policies and procedures and following generally accepted recreation principles.
2. Oversees and monitors the planning and review of budgets and expenditures, programs, strategies, events, and schedules for Campus Recreation activities.
3. Directs the recruitment, hiring, training, supervision, evaluation and professional development of student staff to include sports and facilities supervisors, sports officials, and athletic trainers, group fitness instructors, personal trainers and membership and marketing students, ensuring information is provided on proper procedures, techniques, recreational principles on safety, risk management and liability, sport specific rules, professional conduct and university policy.
4. Assists in ensuring facilities, equipment, and materials for recreational programs are acquired, maintained and in good working order.
5. Prepares, promotes, and presents information at meetings with staff and participants.
6. May plan, develop, and execute a comprehensive recreational fitness and wellness program for students, faculty, and staff.
7. May perform assessments and surveys necessary to determine the value and necessity of programs.

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	Four-year college degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, Sports Management or related field
Experience (yrs.)	6	Experience in university or corporate health/fitness setting with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of fitness program management, sports and facilities management, budget formulation and execution, design, training, and instruction as well as recreation policy and procedures.

Certification or Licensure Requirements

None 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, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 3/27/2017
