



JOB INFORMATION

Job Code	AE48
Job Description Title	Assoc Dir, Rec Fac and Prog
Pay Grade	SR11
Range Minimum	\$58,840
33rd %	\$72,570
Range Midpoint	\$79,440
67th %	\$86,300
Range Maximum	\$100,030
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/17/2014

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Directs and oversees sports programs, membership programs, day-to-day operations of the building and building maintenance segments of Campus Recreation.

RESPONSIBILITIES

- Oversees and monitors the planning and review of budgets, programs, strategies, events, and schedules for assigned Campus Recreation programs.
- Oversees the day-to-day operations of the Recreation and Wellness Center.
- Directs, establishes, and reinforces the safety and usability of the Recreation and Wellness Center through oversight and scheduling of the facility.
- Identifies maintenance problems throughout the building and oversees minor maintenance work or schedules work with facilities staff to resolve problems.
- Responsible for ensuring that all of the audio/visual and electronic equipment is available when requested and is in a usable condition.
- Oversees the custodial staff ensuring that the cleanliness and sanitary conditions of the building are maintained.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Health, Physical Education, Recreation, Sports Administration, or related field.	and	9 years of	Experience in event planning, scheduling and coordination and facility operations	

Substitutions Allowed for Experience: Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation, sports management/administration and facility operations.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.