
Auburn University Job Description

Job Title: **Asst Dir, Campus Recreation**

Job Family: No Family

Job Code: **AE52**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Assists in directing the daily operations of a campus recreation program within the Department of Campus Recreation.

Essential Functions

1. Manages and oversees a campus recreation program, to include developing policies and procedures; answering inquires; providing tours and presentations about the facilities and programs; providing oversight of the assigned area.
2. Oversees the scheduling of recreational activities, classes and special events.
3. Oversees the development, implementation, and monitoring of short and long-range plans for a program or operational unit, consistent with the mission of the university and goals of the Division of Student Affairs.
4. Develops risk management and emergency action plans and policies for a program or operational unit.
5. Ensures that policies and procedures for assigned programs are followed.
6. Provides training for all student staff and professional staff.
7. Works with other units on campus to provide development opportunities for Campus Recreation full time and part time staff and students.
8. Participates in the development and administration of the departmental budget.
9. Identifies development opportunities for Campus Recreation student leaders.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Recreation, Sports Management, Exercise Physiology, Health Education, Physical Education, or related field
Experience (yrs.)	5	Experience in recreational programs and university or corporate health/fitness setting

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 recreation, sports management/administration and facility operations.

Certification or Licensure Requirements

Valid Driver's License

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting more than 100 pounds.

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

Date: 8/12/2014
