

COORDINATOR OF RECREATION CENTER
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 20
REPORT TO: EXECUTIVE DIRECTOR OF STUDENT LIFE AND CIVILITY
REVIEWED DATE: MAY 28, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Oversees daily operations of the Recreation Center and related facilities and ensures the delivery of high quality recreation, health and wellness programming in a professional, safe and welcoming environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and coordinates recreation programs, fitness programs, tournaments, and all events within the facility.
- Oversees the scheduling of the facility and manages space utilization efficiently and in the best interest of the campus community.
- Develops and oversees the enforcement of facility and program rules, regulations and admittance policies.
- Develops and implements a marketing plan to promote recreation, health and wellness programs and services to the College community and increase participation Recreation Center programs and services.
- Develops and implements procedures to address risk management issues and trains staff in procedures and processes related to the safe operation of the center and delivery of programs; ensures staff demonstrates proper exercise techniques and use of equipment to members.
- Performs frequent inspection of facility and equipment and ensures all equipment is cleaned, maintained and inspected according to a regular schedule; researches and recommends appropriate purchases of fitness equipment and develops a replacement schedule for fitness equipment.
- Maintains records in accordance with State, Federal, and institutional regulations and provides accurate data for submission of State and Federal reports.
- Coordinates, develops, and implements Recreation Center procedures in consultation with other student services offices.
- Develops and implements the various institutional forms used by the Recreation Center.
- Assists in the creation and implementation of a strategic plan for the Recreation Center in collaboration with the Director of Recreation Center.

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- Assists in the budget development for the Recreation Center in collaboration with the Director of Recreation Center.
- Develops the program outcomes for the Recreation Center, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Travels occasionally to various locations in Cameron and Willacy counties to fulfill position responsibilities.
- Assists with preparation and production of new student convocation and College commencement exercises.
- Maintains awareness of best practices, emerging trends and new legislation relating to recreation, health and wellness functional areas.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the Recreation Center.
- Assists with the process for systematic review and evaluation of the Recreation Center per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of the recreation, health and wellness functional areas and the administration of such functions.

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- Demonstrated knowledge of principles and processes for delivering class-leading customer services. This includes student needs assessment, establishing quality standards and metrics for services, and the evaluation of customer satisfaction.
- Ability to effectively supervise and motivate personnel.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, as well as other state and federal laws and regulations regarding recreation, health and wellness.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups, as needed.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university.
- Minimum of two (2) years of administrative experience in overseeing a recreation, health and wellness program.
- Experience working effectively in a team environment with a customer service focus

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PREFERRED EDUCATION AND EXPERIENCE

- Community college experience in the administration of recreation, health and wellness programs.
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a bachelor's degree from an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum of two (2) years of administrative experience in overseeing a recreation, health and wellness program?
 - Yes
 - No
4. *Do you have experience working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. Do you have community college experience in the administration of recreation, health and wellness programs?
 - Yes
 - No
6. Do you have demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology?
 - Yes
 - No