

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, CAMPUS RECREATION

Reports To: Designated Supervisor

UW Job Code: 3023

UW Job Family: 35 – Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 22

Date: 4-1-08 (revised 11-14-14)

JOB PURPOSE:

Assist the Director or Associate Director with the operational, financial and personnel functions of the Campus Recreation Department. Provide strategic support and leadership in developing and implementing new programs to advance the mission and goals of the department. Assist in evaluating current and proposed systems, processes and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Director and Associate Director with the operational, financial and personnel functions for the Campus Recreation department.
- Act as the Director in the Director and Associate Director's absence, as assigned.
- Provide leadership including participation on the Student Affairs Leadership II team and on the Risk Management team for Campus Recreation.
- Manage a comprehensive Campus Recreation program including managing the safety of participants and equipment for scheduled events, clinics and programs; lead and teach a variety of activities that may include evenings and weekends.
- Recruit, hire, supervise, train and set work schedules for staff and student employees.
- Organize, implement and administer community outreach, services and activities in the University health arena.
- Manage the assigned budgets including budget development, authorizing/rejecting and tracking expenditures, and forecasting costs for assigned Campus Recreation program.
- Participate in developing and properly interpreting operational policies and procedures.
- Coordinate marketing for the assigned Campus Recreation program including design and publication of materials and oversight of website design and maintenance.
- Manage equipment rental operations, including purchases and inventory for the assigned Campus Recreation programs.

- Work effectively instructing and working with students, faculty, staff, program leaders, vendors and the public.
- Provide assistance with strategic planning for the Campus Recreation department.
- Gather data, compile information, and prepare reports as assigned.
- Provide immediate response to problems and emergency situations affecting normal operations.
- Coordinate safety training for Campus Recreation employees.

SUPPLEMENTAL FUNCTIONS:

- May serve on department and University committees.
- Research new technology for Campus Recreation areas and equipment, and make equipment purchase recommendations.
- Provide leadership development opportunities for program leaders.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Individual Leadership
- Strategic Planning
- Service Orientation
- Quantity of Work
- Safety Awareness
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **CPR and First Aid certification**
- **Automated External Defibrillator (AED) certification**
- **Valid driver's license**
- **Some positions may require a Wilderness First Responder or higher level such as EMT**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong oral, written and interpersonal communication skills.
- Excellent organizational skills.
- Knowledge of Campus Recreation operational principles, methods and practices.
- Knowledge of health education theory, principles, terminology, organization and practices.
- Knowledge of best practice prevention strategies and environmental alcohol and drug abuse management, HIV/STIs, contraception and wellness issues.

- Knowledge of applicable safety regulations and practices.
- Knowledge of supervision and management methods, procedures and practices.
- Knowledge of planning, development and assessment of new programs, clinics and events.
- Knowledge of marketing design, methods and techniques.
- Knowledge of fitness and health principles and practices.
- Knowledge of Human Resources concepts, policies and procedures.
- Knowledge of records maintenance and management.
- Knowledge of student development theory.
- Ability to work effectively in a culturally diverse environment with a strong commitment to customer service.
- Ability to meet demanding and conflicting deadlines within project schedules to meet goals and objectives.
- Ability to maintain complete and accurate records.
- Ability to promote a cooperative teamwork environment.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in an office, gymnasium and variety of Campus Recreation inside/outdoor environments.
- Occasionally exposed to adverse weather conditions.
- Occasional mechanical or electrical equipment hazards.

DISTINGUISHING FEATURES:

Assistant Director: The Assistant Director assists the Unit Administrator with the operational, financial and personnel functions of the unit and directs a specified entity within the unit.

Associate Director: The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial and personnel functions of the unit including financial planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

In a Unit with both an Associate Director and Assistant Director: The Associate Director level is the level with a much broader scope of responsibility, will have oversight of multiple units and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.