USD CAMPUS RECREATION POSITION ANNOUNCEMENT  
RECREATION FACILITIES OPERATIONS COORDINATOR

The University of San Diego (USD) is an independent, Catholic university committed to a value centered, liberal arts education. Located on 180 acres overlooking San Diego’s Mission Bay, USD enrolls approximately 7,500 undergraduates and graduate students in five colleges and schools (Arts & Sciences, Business Administration, Education, Nursing and Law). The University conducts a comprehensive Recreation program for men and women, with total participants approximately 7,000 annually. The University of San Diego seeks gender, cultural and ethnic diversity in its administration, faculty, staff and students.

RESPONSIBILITIES:
The Recreation Facilities Coordinator supports the Senior Assistant Director of Facilities and the Intramural Coordinator with supervision of the Sports Center facility and operations during weeknight and weekend hours. This position is responsible for supporting our student staff development plan and goals. Facility operation responsibilities include: staff supervision, facility safety and security, guest service, facility cleanliness and organization, snack bar operations, kiosk operations, equipment room operations and facility opening/closing. Student development responsibilities include: building connections and relationships with our student team members, following our student development motivation system, issuing corrective documentation to student employees, ensuring that our student employees are meeting and exceeding their outlined goals and projects, and checking in frequently with every student who works during your assigned shifts. Potential special event or tournament supervision may be required outside normal hour of operation.

Other responsibilities and projects are as assigned as needed. Additionally, the Facilities Coordinator may opt to assume additional semester terms if eligible for continued employment at that time and if the position is available in the department.

QUALIFICATIONS:
Bachelor’s degree required. Candidates should possess the following abilities: knowledge of recreational sports, experience supervising/training staff, computer skills for Windows, Microsoft Excel, Microsoft Word, and *Basic First Aid/CPR/AED certifications. Candidates should also be skilled in the areas of risk management and conflict management, possess excellent verbal and written communication skills, along with outstanding customer service abilities.

*Proof of Basic First Aid/CPR/AED certifications required by the 30th day of employment.

We are looking for a team player and someone who is comfortable supervising our student employee team as well as the guests in our facilities.

PAY RATE: $15.00 hour.

START DATE: September 20th, 2015
END DATE: May 29th, 2016 with opportunity for extended contract into subsequent summer session and semesters based on performance and departmental needs. We are looking for at least a 5-month term commitment.

HOURS:
15 hours per week

SPECIAL CONDITIONS / HOURS OF EMPLOYMENT
Weekend availability:
- Saturdays/Sundays 9:45 AM – 10:15 PM (this is two separate shifts; opening and then a closing shift, ranging from a 5 to 8 hour shift)
Weeknight availability:
- Shifts range from 3 - 9 PM Monday - Friday
Hours will vary depending on needs of department, special event, holiday/closed times, and schedule of other coordinators.

PHYSICAL REQUIREMENTS
The employee will frequently sit; talk; hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee will occasionally walk and must occasionally lift and/or move objects up to 50 pounds. The employee must be able to see closely and be able to adjust focus for use of computer and distance visibility.

WORK ENVIRONMENT
The noise level in the office is moderate; the office facility is air-conditioned and heated. Other aspects of the position can include loud noise in the gym or during recreational activities. Changing temperatures depending if activities are indoors or outdoors.

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

E.O.E

APPLICATION PROCEDURE:
Please send a cover letter, resume, and contact information for three references to:
gregoryz@sandiego.edu.

Gregory Zackowski, Senior Assistant Director of Facilities and Sport Clubs
C/O Sports Center
University of San Diego
5998 Alcala Park, San Diego CA 92110-2492.