USD CAMPUS RECREATION POSITION ANNOUNCEMENT
RECREATION 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 Coordinator is responsible for assisting in creating a diverse and inclusive recreational environment that serves the University of San Diego community. The position supports the Campus Recreation Assistant Director of Recreation Programs with organizational and supervisory aspects of the Campus Recreation department. Primary areas of focus of this position include; department marketing, department program assessment, IT technical support liaison, facility supervision and operations, and recreation program planning. This position will also support department coordinators as programmatic needs arise.

EXAMPLES OF WORK
The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

General recreation program support:
- Marketing and promotions supervision
  - Supervise a student marketing team: assign projects, ensure projects and deadlines are met, innovate new marketing ideas, manage social media accounts, submit monthly campus-wide newsletter, maintaining the campus recreation website, and supervise various video and photo productions
- Facility supervision and operation
- Supervise staff and staff projects
- Assist with Special Events planning and implementation
- Assist with student development goals of student marketing and business team
- Act as a technical support liaison
  - Submit work requests to the IT and Web department
- Clerical work as assigned
- Market summer aquatics program

SUPERVISION RECEIVED
General supervision from the Campus Recreation Assistant Director of Recreation
Programs

QUALIFICATIONS:
Bachelor’s degree required, Master’s degree preferred. Candidates should possess the following abilities:

1. Ability to initiate, coordinate, oversee and complete various projects on own initiative
2. Possess excellent communication skills, human relation skills, and conflict resolution skills
3. Ability to work with multitude of students and university personnel
4. Strong organizational techniques with the ability to manage multiple tasks and programs
5. Flexible in performance and willingness to make changes as interests change
6. Proficient knowledge in Microsoft programs (Office, Power Point, Word, Excel)
7. Proficient knowledge in *Cascade web editor programming (*can train on-site for Cascade)

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

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. 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: $17.00 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:
20 hours per week

SPECIAL CONDITIONS / HOURS OF EMPLOYMENT
Weekday availability:
- Shifts range from 12 - 8 PM Monday - Friday (average shift is five hours in length)

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)

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: serenaboyd@sandiego.edu.

Serena Gandara, Assistant Director of Recreating Programs
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