

# **Recreation Manager**

## **Position Description**

Hunt/Knowles Complex • University of Wisconsin-River Falls

<b>Title:</b>	Recreation Manager
<b>Department:</b>	Recreation Sports
<b>Reports to:</b>	Assistant Director of Recreation
<b>Appointment:</b>	Academic year 2009-10. Tentative start date in late August 2009 and end date in late May 2010.
<b>Classification:</b>	Non-Hourly paraprofessional
<b>Remuneration:</b>	\$4,000 cash stipend (10 paychecks of \$400).

### **Position Summary**

The Recreation Manager is responsible for supporting and promoting campus recreational activities, programs and events sponsored by the Rec Sports Department. Responsibilities include assisting with the development, administration, supervision and evaluation of the Intramural sports program, KinniConnections outdoor program, Knowles climbing wall, and Club Sports. The Recreation Manager trains, evaluates, and schedules Recreation Sports Staff. The position requires evening and weekend hours.

### **Responsibilities**

- A. Serve as an Intramural Supervisor (5-7 hours per week).
- B. Work in the Rec Sports Office at least 8 hours per week.
- C. Attend weekly staff meetings (2 hours per week).
- D. Help plan, promote and facilitate one KinniConnections trip per semester.
- E. Plan, promote and facilitate two Intramural Special Events per semester (ie, golf, bowling, various tournaments).
- F. Oversee the Rec Sports Office and office policies and procedures.
- G. Manage and schedule all Intramural Supervisors.
- H. Help with all equipment distribution and inventory.
- I. Help with website design and development needs.
- J. Assist with all marketing and promotion of Recreation programs.
- K. Help plan and administer all Intramural Captain's and Official's meetings.
- L. Help recruit and train all Intramural workers.

### **Qualifications and Conditions of Employment**

- A. Must be enrolled as a full-time student with a maximum of 15 credits per semester during the period of employment.
  - B. Maintain a minimum cumulative grade point average of 2.50 or higher before and during employment.
  - C. Position requires a minimum of 15-20 hours per week.
  - D. Knowledge of sports, willingness to be involved with outdoor experiences and fitness, experience in program planning, strong organizational skills and leadership experience is desirable.
  - E. Must be able to attend spring and fall training activities.
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