

RECREATIONAL SPORTS COORDINATOR I

Function of Job:

Under supervision of designated supervisor, implement, coordinate, supervise physical education, intramural, day summer camps, and/or club sports programs for recreational purposes; and manage, coordinate, and schedule the physical facilities involved.

Characteristic Duties and Responsibilities:

1. Assist with detailed planning, scheduling and evaluation of athletic facilities and activities for recreational purposes.
2. Organize groups and individuals into teams and establish events schedules.
3. Act as building or facility supervisor during recreational activities and/or special events.
4. Maintain and coordinate recreational activity services including issuance of games, field and floor equipment; towel and laundry service; preparation of field and floors for contests; first aid supplies; swimming pool sanitation; etc.
5. Maintain bulletin boards and post notices as required.
6. Responsible for collection and proper processing of fees as assigned.
7. Maintain necessary records, statistics, forms and files.
8. Assist in the hiring, training, scheduling, and evaluation of assigned student personnel.
9. Assist in the development of policies, rules and regulations to cover facilities and assigned program(s).
10. Attend and/or conduct meetings relevant to assigned recreational program and submit reports on same to supervisor.
11. Promote assigned sports program on campus.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Physical Education or related field and two years experience in a supervisory programmatic position in recreation or sports.
2. Thorough knowledge of sports and leisure activities and their organization and administration.
3. Knowledge of the area of facility management and maintenance.
4. Effective communication and interpersonal skills.
5. CPR/First Aid Instructor, lifeguard trainer, and/or Certified Pool Operator/Aquatic Facility Operator certifications as required.

Additional Desirable Qualifications:

1. Work experience in a college/university environment.
2. Knowledge in training of officials and supervisory staff.

2/13/09
System Approval

2/13/09
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

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