

JOB INFORMATION

Effective Date	6/21/2022
Job Code:	3532
Job Title:	Director - Campus Recreation and Wellness
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Health & Wellness
Job Family:	Physical Fitness
Job Summary	The Director of Campus Recreation will develop, implement and oversee a comprehensive program of events, revenue generating services, multiple facilities (indoor and outdoor) as well as manage large staff to create a healthy and active environment for the campus community which includes students, employees, alumni and the community. Oversees all components of the department including facilities management and preventative maintenance, risk management, operating policies and procedures, program development, professional and student staff supervision, strategic planning, divisional and university assessment, revenue generation and budget management for self-sustaining auxiliary.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Recreation, Exercise Science, Kinesiology, Higher Education, or related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of full time progressive management experience in a recreation facility at an institution of higher education including experience in facility management. Must have supervisory experience.	Required	
Less than 3 yrs	Experience in developing budgets, revenue, policies, programs, training, supervising FT employees and working with diverse populations.	Preferred	
Some	Three years of direct responsibility for a recreation facility at a higher education institution.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Work experience during the building or renovation of a recreation facility on a college campus.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	First Aid/CPR/AED instructor certification mandatory (must be obtained immediately upon hire if not current).	within 30 Days	Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of best practices for staff training, development and management.	Proficient
• Knowledge of risk management and emergency action planning.	Proficient
• Knowledge of student learning outcomes and assessment.	Skilled
• Skills in Microsoft Office Suite, specifically Word, Excel, PowerPoint, and Teams.	Proficient
• Skills in Fusion Innosoft platform.	Skilled
• Skills in Qualtrics and other data collection and survey-based systems.	Skilled
• Ability to manage and prioritize department strategic plan.	Proficient
• Ability to oversee multiple functional areas, each with different scope and needs.	Proficient
• Ability to work with a diverse staff in each of the functional areas within and outside of department.	Proficient
• Knowledge to create and complete strategic planning at departmental, divisional, and university levels.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Establish, implement, and assess a holistic departmental strategic plan including all components of the department; including, but not limited to: staff development; student recruitment, engagement and retention; student success assessment; auxiliary budgetary management and revenue generation; risk management practices and mitigation; facility management and expansion; program development and expansion; and community outreach and collaboration.	15%
• Direct the hiring, training, development, and supervision of up to five professional staff members, up to five graduate assistants, up to eight student coordinators, and up to 60 student staff for all functional areas of the department (Operations, Fitness/Wellness, Recreational Sports, Marketing and Sponsorships, Business and Member Services, and special events. Includes possible interns or practicum students.	15%
• Develop, maintain, and manage Campus Recreation budget and compliance with university financial procedures and policies. Includes both annual planning and Pro Forma budget development in cooperation with divisional and university staff. Budgets include all professional and student payroll, programming and special events, operations maintenance, equipment and supplies, non-departmental services and support, vendors and external contracts, outdoor field maintenance and upkeep, and capital reserves.	15%
• Develop strategic plan for the creation, execution, analysis, development and reporting student learning initiatives and assessment regarding Campus Recreation and Wellness within the scope	10%

Essential Functions

Essential Function	% TIME
of the university and divisional assessment protocols. Assessment includes all functional areas and programs on semester and annual basis for both participants and employees.	
<ul style="list-style-type: none"> Partner with Student Affairs departments, academic departments, Health and Human Performance Institute, University Advancement/Alumni Association and other university departments for programming, services, and projects. Participate in the creation of a university wide holistic health and wellbeing model, including the coordination and collaboration of multiple university departments focused on student holistic wellbeing. 	10%
<ul style="list-style-type: none"> Oversee the management, maintenance, operation, and scheduling of all Campus Recreation facilities including academic space needs, special events, departmental programming, and external user group rentals and services. Includes securing external vendors for routine maintenance support. Spaces include the RWC, Delta Complex, and the construction of the Rec Field Complex. 	10%
<ul style="list-style-type: none"> Coordinate risk management planning for Campus Recreation facilities, staffing, and programming and collaborate on emergency management planning, campus trainings and policies related to emergency situations, and integrate those practices within the department. 	10%
<ul style="list-style-type: none"> Create, recruit, and direct student-focused Advisory Board comprised of SGA representatives, general student members, alumni, faculty, and staff representatives. 	5%
<ul style="list-style-type: none"> Serve on university, divisional, and departmental committees and work teams as well as national association involvement at state, regional and national levels. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description