

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Campus Recreation**

Job Code: **3559**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree - recreation, sport management, physical education or a closely related field.	Master's degree - recreation, sport management, physical education or a closely related field.
Experience	Two years of work experience in sport and physical programming in a university setting.	Experience in sport and physical programming in a university setting.
License/Certification	CPR/First Aid certification mandatory (must be obtained immediately upon hire if not current).	

***This position may be security sensitive requiring a background check of the final candidate.***

### POSITION SUMMARY

**The Coordinator of Campus Recreation is responsible for developing and supporting a calendar of recreational event offerings and establishing an Intramural Sport program. The Coordinator will recruit, hire, train and supervise event staff. In addition, the Coordinator recommends to the Assistant Director of Student Life-Recreation and Fitness policies and procedures based on assessment of event use and trends, characteristics of users, equipment and facility use and requests and complaints. The Coordinator will be responsible for overseeing the fitness room and student staff, in the absence of the Assistant Director. Some weekend and evening hours required.**

Duties and responsibilities	% Time
Recreational event programming - create and maintain a regular series of recreation and/or intramural events for the student population throughout the year. Support student groups in their desire to sponsor various student related events. Recruit, hire, train, evaluate, schedule, and supervise the event student staff including; officiating various sports, hosting trainings/clinics for students and staff.	70
Fitness Room - assists in supervising the daily operations of the fitness room. Recommends and assists in establishing policies and procedures. Assists in student staff development. Handle health and safety emergencies as needed.	15
Provide support and recommendations to maintain all Campus Recreation facilities, including but not limited to fitness room, outdoor courts and outdoor fields. Collaborates and participates closely with the Office of Student Life to fulfill the overall mission of the office and other related duties as assigned.	15

***This position description describes the general qualifications, duties and responsibilities of work being performed.***