

# Coordinator, Informal Recreation and Facilities

## J o b D e s c r i p t i o n

### JOB INFORMATION

Effective Date	12/7/2021
Job Code:	3558
Job Title:	Coordinator, Informal Recreation and Facilities
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Student Health & Wellness
Job Family:	Physical Fitness
Job Summary	The Coordinator, Informal Recreation and Facilities is responsible for managing schedules, and coordinates the facility schedule and all outdoor facilities (current and future construction). Responsible for hiring, training, evaluating and supervising facility student employees and assists in the development and application of employee trainings in safety, customer service and event management. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Work in collaboration with other staff to execute rentals and reservations, special events, departmental trainings, facility inspections, manage equipment inventory including maintenance and repairs, execute service service contracts from external vendors.

### 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	
Bachelor's Degree	Bachelor's Degree in Health Performance, Kinesiology, Higher Education, Sports Management, or related field.	Required	
Master's Degree	Master's Degree - Health, Human Performance, Fitness, Higher Education, Sports Administration or related field.	Preferred	

#### Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one (1) year in Campus Recreation / Recreational Sports at a university or college or fitness related organization / business, or municipal parks and recreation.	Required	
Some	Experience developing departmental administration, recreational and fitness programming, and facility management with a university/college campus. Experience working with students in a higher education	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
	environment is preferred. Supervisory or management of staff experience is preferred.		

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	CPR/First Aid/AED instructor certification with American Red Cross mandatory (must be obtained within six months if hired), valid Texas drivers license.		Required	
	Preferences given to those candidates with fitness certifications through the ACE, ACSM or NSCA, NIRSA membership, other professional associations, Texas Parks and Recreation.		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of, or the ability to learn, university policies and procedures, office and university-specific software.	Basic
• Ability to exercise sound judgment in making decisions.	Basic
• Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.	Basic
• Coaching and Developing Others - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.	Basic
• Developing and Building Teams - Encouraging and building mutual trust, respect, and cooperation among team members.	Basic
• Working knowledge of various computer software needed to perform above duties (Microsoft Office Suite, web-based software, Innosoft Fusion, Microsoft Teams, Zoom, PeopleSoft (university payroll system), and other related software.	Basic
• Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.	Basic
• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.	Basic
• Obtaining, processing, and relaying information - Observing, receiving, and otherwise obtaining information from all relevant sources and effectively leveraging that knowledge for the benefit of the department, program, and university. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.	Basic
• Guiding, Directing, and Motivating Subordinates - Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.	Basic

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Recruiting, hiring, training, and supervising, approximately 45-55 student staff for the following positions: Program assistant, Operations Manager, Operations Assistants, Fitness Assistants, special event staff. Includes management of payroll responsibilities, staff accountability, and evaluation/assessment of student employee experience; Design and deliver student hiring, training and development opportunities that align with industry best practices and increase student buy-in and the development.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Oversees facilities and operations, facility inspections, cleanliness, maintenance, and documentation; works with non-departmental entities to develop routine and preventative maintenance plans; check-out of equipment used for informal recreation and programs, maintain equipment and supply database and make recommendations for equipment and supply replacement.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Create an annual operating budget, including payroll projections; monitor expenses and revenue goals, identify opportunities for budget mitigation, fundraising, sponsorship and grants to support operations and facility improvements.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Coordinate informal recreation schedule for court space and open recreation time, ensuring a diverse offering of drop-in sports to meet the needs of the campus community for both the RWC and all outdoor spaces.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Provide reports, proposals, and manuals for all student staff positions that report to this position; assist with the implementation of risk management procedures and ensure compliance with departmental, university, system, and state policies and procedures.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Coordinate facility needs (maintenance, repairs, grounds, etc) with UHCL FMC including custodial support, University Communications and Technology (UCT), and other university departments related to the functioning of the facilities. Includes working with external service providers for fitness related equipment and facility and grounds support.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Assist with the Assessment, evaluation, and mitigation of risk for all facilities to ensure compliance with university, local, and state standards, and follow industry standards; collaborate with departmental safety committee, university risk management, maintain records, incident and accident reports and follow ups.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Assists in departmental efforts for training and development, special events, risk management, and other functions not specific to a single functional area. Assists in divisional and university efforts for special events, risk management, and other functions not specific to our department.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Assists in divisional and university efforts for special events, risk management, and other functions not specific to our department. Works evenings, nights and weekends as required or needed.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Additional duties/responsibilities as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
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				

### Physical Demands

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