CLASS SPECIFICATION
Recreational Sports and Wellness Specialist

FLSA Status: Nonexempt
EEOC Job Category: Professional
Union Representation: Represented

GENERAL PURPOSE
Under general supervision of the Dean of Student Affairs, assists in facilitating and managing the daily operations of the Intramural programs including all facility, program and staff scheduling, budgeting, and policy implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assist in facilitating the daily operations of the Intramural programs. Assist in the selection, scheduling, supervision, management, retention, and evaluation of student employees, intramural attendants, student supervisors, and sports officials in various team sports.

2. Serve as the primary site supervisor for evening and weekend activities.

3. Oversee the publicity for entry deadlines; present information about intramurals during campus wide promotional opportunities.

4. Assist with the annual evaluation and revision of sports rules, policies and procedures associated with the administration of the intramural sports program. Conduct needs assessments to determine current and future needs of the program.

5. Coordinate outdoor recreation facility and equipment requests and reservations; secure indoor and outdoor intramural and sport club sites and manage through event management software.

6. Facilitate the selection, purchase, inventory management and maintenance of equipment for the Intramural Sports program. Assist with budget planning and management.

7. Assist with the planning and implementation of the summer Recreation Program, planning daily activities, staffing, risk management and budget.

8. Assist in the planning, execution and evaluation of department-wide special events.

9. Assist in the coordination and implementation of safety and risk management procedures.

10. Serve as Advisor of the Intramural Sports Advisory Board.

OTHER DUTIES
1. Assists with Student Life and Student Health Services activities.
2. Additional Recreational Sports supervision duties as assigned.
3. Attend state, regional, and national conferences.

QUALIFICATIONS

Knowledge of:
1. Philosophies and purpose for intramural activities in relation to the college.
2. Program development and administration.
3. Student leadership development.
4. Student wellness and healthy lifestyle models.
5. Intramural and sport club activities rules and regulations.
7. Uses and operations of a computer and standard business software including word processing, spreadsheets and recreational sports management software.
8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. Filing and record keeping practices and procedures.
10. District administrative policies and procedures applicable to processing budget, fiscal and purchasing documents.

Ability to:
1. Assist with developing and coordinating the intramural program for the campus community.
2. Maintain accurate records of participation for all activities.
3. Coordinate the use of appropriate facilities.
4. Coordinate and manage all aspects of the Summer Recreation Program.
5. Hire, train and evaluate sports officials.
6. Work evenings and weekends.
7. Operate a computer using word processing, spreadsheet and other standard business software.
8. Operate other equipment related to area/s of responsibility.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
10. Interpret, apply and reach sound decisions in accordance with College and department policies and procedures.
11. Communicate clearly and effectively, orally and in writing.

12. Analyze situations accurately and adopt an effective course of action.

13. Train and provide work direction to student workers.

14. Use tact, discretion and courtesy in dealing with sensitive situations and upset or dissatisfied individuals.

15. Establish and maintain effective working relationships with College management, administrators, staff, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in recreation, physical education, sports administration or a related field; two years of experience in collegiate intramural management, collegiate sport club management or general intramural facilities management, including budget management; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

Current certification in First Aid/CPR/AED for Schools and the Community.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; and reach with hands and arms. The employee must occasionally lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; perform work on multiple, concurrent tasks; work with frequent interruptions; and interact with students, District management and staff, vendors and others encountered in the course of work.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works in a variety of student activity locations and may occasionally be exposed to loud or prolonged noise levels or work in outside weather conditions and on ladders or uneven or slippery surfaces.