

Saint Michael's College

Job Description

Job Title: Assistant Director of Student Activities, Recreation, and Fitness

Department: Student Activities/Athletics

Supervisor or Manager: Associate Dean of Students/Director of Student Activities and dotted line to Athletics Department

Date Created: 01/12/2023

Last Revised: 06/21/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Assesses the recreation needs and interests of the College community. Creates and oversees programming and develops and evaluates appropriate student learning outcomes
- Oversees all aspects of the intramurals program including developing and promoting program offerings, hiring and training officials, developing schedules and format for each program, securing facilities, purchasing and maintaining inventory of special equipment, and maintaining records
- Oversees all aspects of club sports programs including advising and supporting individual teams regarding scheduling, budget, travel, purchasing, goal setting, leadership development, recruiting, marketing, and the administration of discipline for any misconduct of the club

Essential Duties and Responsibilities:

- Plans, schedules, and coordinates varied and creative recreation programs
- Provides administrative support to club officers, coaches, and advisors to maintain a strong club sports program
- Creates and leads orientation sessions for all club sports and intramural sports leaders and athletes related to College rules, policies, and procedures, including but not limited to budget policies, transportation, disciplinary, practice, and game scheduling
- Serves as Men's and Women's club program liaison to Athletic training, Athletic Facilities, Special Events, and Student Government
- Plans, manages, and evaluates the annual operating budget, including budget planning, expense pricing, and service fees
- Assists with campus-wide events such as Friday Knight Dry, Fall and January New Student Orientation, Welcome Back Bash, Entertainment (Concert/Comedians), Spring Weekend/P-Day, etc.
- Assists with POW (pre-Orientation Weekend)
- Attends regular meetings with staff in Athletics, Student Life, Student Activities, and Bergeron Wellness to support cross-department communication and collaboration
- Serves as a member of the campus Care Team
- Owns the responsibility for establishing and reviewing operational and personnel policies/procedures consistent with the college policies, industry's best practices, and state and federal laws
- Spearheads collaborative partnerships with other campus colleagues/departments

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- Collaborates with the Director of Athletics Internal Operations regarding maintenance and operation of the recreation facilities and liaison with Athletics
- Fosters a commitment to diversify and infuses inclusivity throughout all levels of the organization, including but not limited to, staffing, events, and programing

Secondary Responsibilities:

- Creates and maintains the recreational sports web site

Positions Supervised:

- Student workers

Major Contacts:

- Athletics department staff
- Residence Life/Student Activities staff
- Students
- College staff
- Vendors

Demonstrates Excellence:

- Demonstrates experience in coordinating intramural and club sports programs
- Demonstrates experience and success in programming youth activities, preferably in a camp setting
- Engages with constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development to support a culture of inclusion and belonging
- Understands the impact, challenges, and barriers that racism, inequities, and bias have on developing systems of advantage and disadvantage relative to access and attainment in higher education
- Brings a professional demeanor to work effectively with students, faculty, staff, parents, coaches, and children in conducting recreation programs
- Offers flexibility to conduct and oversee activities in late afternoon/evening hours
- Demonstrates excellent interpersonal and organizational skills

Education and Work Experience:

- Bachelor's Degree or equivalent combination of education and experience
- Previous experience with facility management, recreation and/or coaching

Analytic Skills:

- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

Language and Literacy Skills:

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills

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- Has the demonstrated ability to prepare or revise written reports or other documents

Computer/Technology Skills:

- Knowledge of Microsoft Office products

Licenses, Certifications and Other Requirements:

- Certified in First Aid and CPR/AED
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy* if transporting SMC athletes

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or limited physical effort
- No or very limited exposure to physical risk

The physical demands described for the Assistant Director of Student Activities, Recreations, and Fitness are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Flexibility in working irregular hours, including evening, weekends and holidays
- Work environment may include exposure to heat, cold, and adverse weather conditions

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.