



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 11/9/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Athletic Director, Intramurals and Recreation
Status: Non-Standard Work-Week, Calendar Year Appointment
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of Intercollegiate Athletics and Recreation/Executive Director of the Anchor Fund

PRIMARY PURPOSE:

Assist the Director with the overall administration of the intramural and recreation program. Be responsible for the day-to-day management of the College's Recreation Center, including staff selection and supervision; fiscal management and accountability; marketing, and programming of intramural, recreational and fitness activities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Oversee the administrative operations and functions of the Recreation Center, including building and equipment maintenance, scheduling, fiscal accountability for revenues, supervision of staff and assuring compliance with rules and regulations of facility.
- Oversee the development and organization of all intramural, recreational and fitness programming and be responsible for administration of those programs.
- Develop and distribute all policies and procedures related to the operation of the Recreation Center and its programs.
- Plan and direct all internal and external marketing and advertising programs for intramurals, recreation and fitness programs in conjunction with the Department's media relations personnel.
- Coordinate all membership sales and services including auxiliary function (i.e., locker rentals, towel service, pro-shop, etc.). Research and make recommendations to the Director for a membership fee structure.
- Make purchases, prepare budgeting, and other reports, in conjunction with the Director.
- Monitor participation statistics for the Recreation Center and its programs, including preparation and submission of monthly statistical reports.
- Assist in fundraising and enhancement programs and in particular with the management of the Department's summer sports' camps.
- Hire and train part-time support staff and in particular student staff, to meet the demands of programming; maintain all payroll records as they relate to the part-time support staff.
- Schedule and supervise intercollegiate student-athletes that utilize the Recreation Center for team practices.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Intercollegiate Athletics and Recreation/Executive Director of the Anchor Fund.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

- A minimum 5-7 years of progressive experience in the management and administration of a college or university's recreation program including building management and staff supervision.
- Exposure to and experience in intercollegiate athletics.

Skills, Knowledge, and Abilities:

- Knowledge of and commitment to recreation, fitness, and intercollegiate athletic philosophies of an NCAA Division III public institution.
- Ability to generate and maintain good interpersonal relationships with professional colleagues, the College community, and a diverse set of publics.
- Proven oral, written and communication skills and effective interpersonal skills.
- Demonstrated skills in administration, organization, and supervision.

PREFERRED:

- Master's degree.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.