



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 3/28/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Coordinator, Programming, Recreation Center  
Status: 35 hours/week, Calendar Year Appointment  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Assistant Athletic Director, Recreation

**PRIMARY PURPOSE:**

Responsible on a daily basis, Monday through Friday, flexible work hours especially during the academic year where the position will support late afternoon and nighttime programming student focused, to provide oversight for the front membership desk of the college's recreation center, digital messaging and social media communication.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Support building security by checking the identification of every person entering building to ensure that only active members and students are allowed access.
- Maintain a record of each person entering the building.
- Accurately record each monetary transaction that occurs at membership desk culminating in a daily report at end of shift.
- Issue equipment and maintain proof of borrower until equipment is returned and checked to ensure satisfactory condition as necessary.
- Ensure an accurate inventory of all retail goods at membership desk with accompanying financial records to support all sales transactions.
- Answer telephone inquiries for the recreation center and provide up-to-date and accurate information.
- Maintain and ensure accurate information as it relates to digital signage for the recreation center.
- Ensure that all policies and procedures for the facility are adhered to and enforced especially those related to the front desk operation.
- Maintain a clean and neat work environment within the front desk area of responsibility.
- Input data as it relates to each new member, take member photo and issue membership card.
- Act in a professional manner in welcoming students, members, and visitors to the recreation center.
- Communicate effectively to appropriate persons as to messages taken and information needed, directing questions and messages to the appropriate personnel.
- Provide recreational program oversight and management on occasion.
- Act as the primary person as it relates to marketing recreation center programs especially as it relates to maintaining the department's recreation specific website, digital communication and social media outlets.

Occasional Job Functions:

Assume other duties as assigned by the Assistant Athletic Director, Recreation.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in related discipline.

Experience:

At least two years' experience gained at the college level in a recreational environment/intercollegiate athletic environment.

Skills, Knowledge and Abilities:

- Good interpersonal and communication skills (written and oral).
- Ability to work with a diversified population.
- Strong knowledge and ability with computers and web-based programs.
- Dependability and consistent attendance required to ensure high level of customer service.
- Significant understanding of marketing principles applied to a recreation format.

**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.*