



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

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

Title: Coordinator of Recreation Center Operations
Status: Full-time, Non-Standard Work Week, Calendar Year Appointment
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Athletic Director for Recreation & Intramurals

PRIMARY PURPOSE:

To assist and support all management and program functions of the Recreation Center with specific emphasis on membership services, membership desk operations, and program oversight.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop, supervise, and evaluate recreation programming directed at the student population.
- Be responsible for overall supervision of the daily conduct of the front desk operations to insure security and access control.
- Provide financial accountability for membership and related fees by reviewing ongoing practices and procedures that insure control and making recommendations as necessary to management, including a daily summary of all transactions.
- Recruit, select and train front desk operations staff.
- Assign and monitor employee work schedules and performance for payroll and evaluation purposes.
- Prepare an annual report on the Recreation Center's membership operation to include statistics on usage, activities, planning, problems, etc.
- Assist the Director with oversight of the College's Club Sports programs.
- Assist in the marketing of the Recreation Center and its programs.
- Assist in fundraising initiatives.
- Assist in long range planning for the Recreation Center.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Athletic Director for Recreation and Intramurals (and the Director of Intercollegiate Athletics, Intramurals and Recreation in her/his absence).

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor of Science Degree in Physical Education, Recreation, Athletic Administration or related field.

Experience:

Minimum of three years of experience in a recreation or fitness center setting.

Skills, Knowledge and Abilities:

- Proven track record in the management of a recreation, athletic, or fitness center operation dealing with a diverse market.
- Computer knowledge.
- Excellent or good verbal and written communication skills.

PREFERRED:

- Current State of Rhode Island certification as a state lifeguard or the ability to obtain certification within the probationary period.
- Experience in a recreation or fitness center setting at the college level.

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 which 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.