



## Job Classification Description

**DIRECTOR OF INTRAMURALS/SHAPE MANAGER/LSC      Grade 12**  
**VSC UP PAT BARGAINING UNIT                                      EXEMPT**

### **BASIC FUNCTION**

To direct and manage all College intramural sports and non-athletic recreational activities and to manage the college SHAPE/recreation facilities.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Develop and oversee a comprehensive College intramural and recreation program for male and female, traditional and non-traditional students; plan and develop a wide range of activities to include a variety of interests.
- Develop an educational plan to teach and promote lifelong activity geared toward wellness for students, staff and faculty.
- Supervise the College SHAPE facility during scheduled time, including the fitness and weight rooms, gyms, racquetball courts; supervise student interns and practicum students; assist with scheduling and coordinate community and campus use of the facilities.
- Assist with managing the pool facilities during the academic year, including oversight for programming, staffing and enforcement of safety standards and rules; supervising and monitoring daily operations and maintenance of facilities as needed by Athletic staff.
- Manage the budgets for intramural activities.
- Supervise most intramural events and ensure supervision of others.
- Control and maintain inventory for all intramural sports.
- Prepare and disseminate policies and information for intramural programs.
- Schedule and supervise student workers assigned to intramural sports and other areas of responsibility.
- Schedule all intramural events, including; sign-ups, captains meetings, scheduling, recording of results and sending notices, updating of bulletin boards.
- Provide student support and monitor student academic progress.
- Perform administrative and various other duties related to athletic activities as needed or assigned.
- Keep up-to-date on key developments in the field of college athletics.

### **SUPERVISION RECEIVED**

General supervision is received from the Assistant Dean for Campus Life.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Physical Education, recreation, athletic administration or other appropriate discipline with a master's preferred, plus two years relevant higher education experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to athletic facilities management.
- Ability to manage and coordinate several activities using good communication, interpersonal, public relations and administrative skills.

- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**5/99**