



## Job Description Classification

### **SHAPE Facilities Manager / Coordinator of Intramurals**

**Grade 11**

**VSC UP PAT Bargaining Unit**

**Exempt**

#### **Basic Function**

To manage and oversee the use of College SHAPE Facilities, including gymnasiums, fitness center, racquetball courts, weight room and aquatics area; to coordinate College recreation and intramural programs as well as a youth swim lesson programs.

#### **Characteristic Duties and Responsibilities**

- Coordinate the use of all assigned SHAPE facilities, including facility scheduling and staffing, supervising and monitoring of daily operations, planning and coordinating of maintenance and repairs of the equipment.
- Play a key role in overall program and operating policy/procedure planning involving SHAPE Facilities.
- Ensure that proper health and safety practices are adhered to by facility users and staff.
- Confer regularly with immediate supervisor, other athletics staff and other college personnel to plan, coordinate and evaluate activities, programs, facilities, exchange information, investigate and resolve problems, and the like.
- Manage front desk monitors, fitness center and weight room personnel and part-time facility supervisors; including hiring, training and supervising.
- Conduct in-service training for student employees, including; familiarity with the facility, emergency procedures to include bloodborne pathogen training.
- Plan, implement, administer, coordinate, monitor and evaluate a comprehensive intramural program, including operating policies and procedures. Develop and modify programs and operating policies and procedures in accordance with student interests and institutional objectives and resources.

- Plan, implement, administer, coordinate, monitor and evaluate a comprehensive youth swim lesson program, including operating policies and procedures. Develop and modify programs and operating policies/procedures in accordance with community interests and institutional objectives and resources.
- Monitor all intramural program activities, facilities and equipment on a regular basis, ensuring adherence to established operating procedures, with a focus on safety procedures.
- Carry out various on-going planning activities related to intramural programs, such as new program design, development of fall and spring intramural calendars, developing program wide and sports-specific rules and regulations, preparing intramural handbooks and other written program materials, recommending equipment purchases, planning program marketing strategies, and the like.
- Hire, train and supervise student intramural officials and other student assistants assigned to intramural programs
- Perform other related duties as assigned.

### **Supervision Received**

General supervision is received from the Director of Athletics and Recreation.

### **Supervision Exercised**

Functional and administrative supervision of student workers assigned to SHAPE Facility and intramural programs.

### **Minimum Qualifications**

Bachelors degree in physical education, recreation, athletics administration or other appropriate discipline, with masters preferred; plus two years of relevant higher education athletics experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills relevant to athletic facilities management.
- Good general knowledge of college athletics program administration, with coaching, recruiting, intramurals, and/or other relevant experience.
- Ability to manage and coordinate several activities using good communication, interpersonal, public relations, supervisory and administrative skills.
- Ability to deal effectively with a wide range of College students and personnel, as well as community facilities users and others outside the college.
- Appropriate certifications in first aid and CPR.

- Appropriate certifications in life guard and aquatics training.
- Weekend and evening work is required.

**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.**