



ANNOUNCEMENT OF POSITION VACANCY
Director of Campus Recreation Services

SUMMARY: The Director of Campus Recreation Services is responsible to the Vice President for Intergovernmental & Community Affairs for the daily operation of the Hamilton Recreation Center and Maverick Center Complex. The director is responsible for scheduling professional and student staff, accounting and budgeting functions, supervision of staff, and facilities management. The director is also responsible for scheduling usage of facilities, coordinating activities/events, and custodial and security services. The director provides the interface between educational and athletic events/activities while exhibiting a great deal of flexibility in working with students, faculty, staff, and the public. Demonstrating strong leadership abilities, the director provides guidance in the development of programming and activities that compliment academic programs. This position requires a sound understanding and application of effective management, budgeting, strong interpersonal relationship abilities, and a creative approach in the administration and functions of this office. The director must develop and apply computer technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Facility Development and Operation:

- Plan, develop, coordinate, and administer all functions and the use of the Maverick Center Complex to meet the needs of academic and athletic students, faculty, and staff
- Establish policy and guidelines for usage and participation in events/activities, scheduling of events, activities, or programs
- Work in liaison with personnel in the Kinesiology Department, the Health Sciences Department, the Department of Intercollegiate Athletics, the intramural office, the aquatics program, and with the community to ensure proper scheduling
- Work in liaison with other college entities to provide promotion or publicity for open recreation, fitness/wellness, aquatics, and the Maverick Center Complex
- Plan, develop, and implement new recreational programs as determined by needs assessment
- Evaluate overall success of programs
- Plan and develop necessary promotional materials to encourage participation
- Supervise events as deemed necessary or delegate to the appropriate staff member
- Supervise the Hamilton Recreation Center, El Pomar Natatorium, Juice Junction and Maverick Center Complex staff and work-study employees as assigned.

Marketing and Publications:

- In coordination with the Office of Marketing and Publications, facilitate and maintain all aspects of department and facility marketing by designing and preparing flyers, annual program calendar, department website, posters, digital and newspaper advertising and other means of promoting the department/center.

Fiscal/Budgeting:

- Prepare, analyze, and manage complex budget

Record-keeping and Facility Maintenance:

- Compile, prepare, and maintain records for open recreation, aquatics, and wellness programs such as participation, injuries, and incident reports
- Assess the needs for required repairs and maintenance in the Complex and submit request for repairs or maintenance
- Supervise and initiate appropriate action when equipment failure or repairs are identified

- Generate revenue sources with university and outside groups, including negotiating contracts with Complex users
- Supervise the Hamilton Recreation Center, El Pomar Natatorium, Juice Junction and Maverick Center Complex staff and work-study employees, as assigned

REQUIRED:

- An earned Bachelor's degree (Masters preferred) from an accredited institution in Recreational Sports Administration/Management or a related field. An Associate's degree with ten years related experience may be substituted.
- A minimum of three years of progressive management experience in recreation, fitness, athletics, or related field preferably in a college or university setting.
- Certification in CPR and First Aid (or acquisition of certification within six months of hire)
- Experience in comprehensive budget creation, management, and development.
- Demonstrated ability to work with diverse groups of people, i.e. students, staff, and community members.
- An understanding of the principles of college student development including retention strategies and student engagement.

DESIRED:

- Experience in facilities or operations management, strategic planning, and program design and development
- Membership in National Intramural-Recreation Sports Association (*NIRSA*)
- Familiarity with the policies and structure of a typical four-year public college/university

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by December 14, 2015.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Director of Campus Recreation Services
 Human Resources, LHH 237
 Colorado Mesa University
 1100 North Avenue
 Grand Junction, Colorado 81501-3122
 Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.