



Assistant Director - Programs

Department: Campus Recreation

Recruitment #: S1747

Salary Range: \$46,500 - \$48,500 annually

Closing Date: Review of applications will begin September 11, 2017. Position open until filled.

Western Oregon University is seeking an Assistant Director of Programs. This is a full-time, 12-month, annually renewable, unclassified position in the Campus Recreation Department (CRD) at Western Oregon University in Monmouth. The CRD provides recreational, health, and fitness opportunities for students, faculty, and staff. This position provides leadership for diverse and dynamic programs, which includes, but is not limited to, aquatics, fitness, outdoors and inclusive recreation.

MINIMUM QUALIFICATIONS

- Master's degree in Recreational Sports Administration/Management, or a related field from an accredited institution
- Minimum of three years' experience in the promotion, design, development, and administration of at least one of the following:
 - 1) aquatics
 - 2) fitness
 - 3) outdoor
 - 4) inclusive or recreational programs
- One or more years of experience in budgetary management
- American Red Cross Water Safety Instructor Trainer and Lifeguard Instructor
- Demonstrated experience organizing and developing leaders through practical application and learning, with experience supervising and mentoring staff
- Attention to detail, excellent written and verbal communication skills, and the ability to collaborate effectively within a goal-oriented team

Preferred Qualifications:

- Previous experience in a collegiate environment (including extensive involvement with student development and supervision), specifically in the organization of aquatics, outdoor, fitness or inclusive programming
- Demonstrated commitment to diversity and inclusion, and ability to work with students, colleagues, and guests from diverse backgrounds
- Current certification/licensure from a nationally recognized professional organization, requiring continuing education and/or ongoing documentation of proficiency in specialty area required of position
- Active membership with NIRSA - Leaders in Collegiate Recreation
- Experience with technology as it relates to daily processing, assessment and statistical tracking
- Proficiency with Microsoft Office Suite and experience with *RecTrac*, *IMLeagues*, and/or *WhenToWork*
- Experience with special events

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

- **Programming:** Provide direct leadership for Campus Recreation's program areas including aquatics, fitness, outdoors and inclusive rec.; Serve as a member of the Campus Recreation leadership team responsible for the development, supervision, promotion, assessment and administration of a variety of programs and policies; Create, execute and evaluate effectiveness of multimedia marketing plan to improve participant recruitment or participation in CRD programs; Develop, deliver and review program-specific trainings, clinics, weekly meetings, supplemental materials and evaluations; Continually develop and adhere to appropriate risk management policies and safety procedures for local, state, and national associations; Oversee the organization and maintenance of all program's equipment, supplies and facilities; Develop and review/update

CR policies and procedures; Maintain program's web pages and RecTrac participant database; Identify and implement learning outcomes and assessment components with an emphasis on student development.

- **Management:** Supervise all aspects of the CRD student employment (approximately 50 employees); Enforce University and departmental policies and procedures, taking necessary action when misconduct occurs; Analyze situations and decide on proper course of action; Work with the CRD to develop strategic plans; Plan and schedule aquatic fitness facilities' maintenance tasks; Keep current with developments in the recreational sports profession, specifically as it relates to aquatics, fitness, outdoor and inclusive programs and services; Serve on University and departmental committees; Collaborate with other University departments to build opportunities for participation in line with the mission of the CR and University; Ensure all outdoor participants are within compliance with University policies and procedures
- **Financial Management:** Develop annual budget proposal and statistical numbers and budget presentations to justify financial requests; Monitor and adhere to budget allocations; Develop outside relationships for fundraising, grants, or sponsorship opportunities; Develop fee structure; Update and adjust CR refund policies; Prepare monthly payroll
- **Marketing:** Assist in administering, coordinating, and implementing marketing activities and materials relative to programs and services

Working Conditions: This position will include a varied work schedule to include days, nights, and weekends. Position requires outdoor training and supervision during activities. Some standing is required while doing presentations, staffing information tables and similar activities. Physical exertion including but not limited to bending, squatting, lifting, jumping, and jogging is required while leading staff training.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

As an alternative, you may submit application materials to:

S1747, Assistant Director, Programs, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**