



Position Description - Unclassified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management’s expectations
- To provide a base for managing performance

Position Status:

Position Title		Position Number
Campus Recreation Coordinator		E99196
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01 – 06/30	Exempt
Position Type	Regular/Short-Term	
Unclassified	Regular	
Work Location	Department/Division	
Monmouth-Polk	Student Affairs/Campus Recreation	
Reports to	Reports to Position Number	
Director, Campus Recreation	E99281	
Incumbent	University ID #	
Vacant	TBD	

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission.</p> <p>The Division of Student Affairs fosters students’ academic, personal and professional growth; educates students to respect and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community. In support of the University Diversity Statement, the division of Student Affairs believes that we must create an inclusive environment that embraces social justice and acknowledges diversity as more than the presence of human difference(s). As a campus, we must establish our community as one which empowers students, faculty, and staff. An inclusive environment is one in which each individual feels that they matter to the community (as a whole)/ Social justice is an ongoing and collaborative process which addresses the multiple levels of inequality in our society.</p> <p>Campus Recreation provides active opportunities to enhance the student experience and create connections.</p> <p>Campus Recreation provides recreational, health and fitness opportunities for students, faculty, staff and general public. This position oversees and leads the Peter Courtney Health and Wellness Center’s daily operations, member recruitment, engagement and retention strategies, and fiscal management within Campus Recreation.</p>
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B. Describe the purpose of this position and how it functions within this program.

The Campus Recreation Coordinator is a full-time professional who provides leadership for diverse and dynamic areas, which includes direct oversight of daily operations for the Peter Courtney Health and Wellness Center’s student staff, membership and fiscal management. The successful candidate will provide effective leadership, direct oversight of facility operations, membership services, departmental fiscal management, mentoring student development, and assist the department’s success with on-going active campus and surrounding community connections. Reporting to the Campus Recreation Director, the Coordinator is responsible for contributing to the Campus Recreation Leadership Team. This position supports the execution of numerous administrative duties of considerable scope and complexity requiring excellent initiative, judgement, knowledge, and critical thinking. This position will direct students and unclassified temporary staff training, scheduling and evaluations, manage membership services and oversee departmental fiscal management. In addition, this position will provide assistance regarding risk and event management, and strategic financial planning and budgeting.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
40%	<p>Campus Recreation – Operations (EF)</p> <ul style="list-style-type: none"> ● Plan, staff, and schedule Peter Courtney Health and Wellness Center (Facility Supervisors and Guest Service Specialists) for full operation throughout the year, and collaborate within the department to respond to issues that arise. (Club Sports, Intramural Sports, Programs, Events etc.) ● Manage the recruitment, hiring, training, supervising, and evaluating (WOU GROW) processes for facility student staff and temporary unclassified positions as well as assisting with the on-boarding process. ● Track and estimate the payroll budget of student staff personnel, including the Federal Work Study, Hourly Wage employees, and temporary unclassified staff through the use of staffing software (When2Work). ● Create, coordinate, and implement all initial and ongoing student employee training sessions, including financial, operations, safety/security, and risk management/reduction. ● Provide training for Facility Supervisors regarding staff interviewing, evaluation, and supervision of 40+ person student staff to maintain the operation of the building. ● Help the Director to develop and implement professional development of programming of student staff personnel, including promoting workplace transferable skills. ● Instruct American Red Cross CPR/AED Professional Rescuer courses. ● May require occasional early morning, late-night, and weekend hours.
30%	<p>Campus Recreation – Membership (EF)</p> <ul style="list-style-type: none"> ● Coordinate the membership application, waiver, parking, locker, and future online process for all members including associated communications and recordkeeping. ● Coordinate Campus Recreation social media efforts, assist with the department website, and directly supervise the social media student staff team including hiring, training and managing. ● Coordinate social media content and editorial calendar across all platforms including (but not limited to) Facebook, Instagram, Preva, and Moodle. Schedule posts and review analytics. ● Lead Vermont System Inc. RecTrac software training for all staff positions. ● Assist in coordinating VSI Member Management System including system administration, policies and procedures. ● Maintain and grow relationships with affiliate partners in order to promote and grow affiliate membership options. ● Coordinate facility access for members, guests, conference groups, and special membership groups.

<p>15%</p>	<ul style="list-style-type: none"> ● Develop consistent customer service training for all Specialists and Supervisors and assist with training other Campus Recreation areas in customer service. ● Oversee a customer service audit program for Campus Recreation. ● Provide tools for new employee training and staff meetings. ● Develop/revise employee handbooks, policies and procedures as needed. ● Collaborate with all Campus Recreation staff on events and programs and facilitate communication with the facility staff and assist in coordinating program and service sales. <p>Campus Recreation – Financial (EF)</p> <ul style="list-style-type: none"> ● Create sales processes in departmental software in adherence to Business Office policies, contracted auditors’ recommendations and internal controls. ● Research, analyze, test, and implement new departmental software sale and rental procedures. ● Initiate, track, maintain and discuss records of expenditures for departmental areas using Banner INB Financial Information System. ● Compare monthly general ledger statements with complex budget controls for departmental revenue and expenditure accuracy. ● Inform, investigate and resolve fiscal inaccuracies with CR Director and Asst. Directors within a monthly meeting. ● Assist with preparation and coordination for interagency agreements, contracts, leases, FUAs, or other needed fiscal requirements. ● Monitor, make recommendations or introduce policies to departmental activities for compliance with applicable laws, rules, policies and procedures. ● Prepare and assist in the presentation of annual and monthly reports of revenues and expenditures utilizing FIS reports and spreadsheet programs. ● Prepare budget request(s) and annual report with CR Director and Asst. Directors. ● Audit quarterly expenditures, analyze and evaluate financial and statistical data for each departmental area. ● Maintain major accounting files’ to include: filing of journal vouchers, invoices, and backup materials; send copies to all accounts debited and credited; compare with general ledger, invoice numbers, catering orders, and facility use rental charges (waived and non-waived). ● Maintain ledger, allocate charges to corresponding accounts and reconcile the Department Procurement Card statements. ● Monitor additional billing of outstanding and facility use invoices and contracts. ● Extract requested information for periodic and special reports. ● Research and interpret fiscal information and respond to inquiries, providing advice and direction to departmental areas. ● Negotiate reconciliation to resolve problems, gain compliance, settle or determine the provision of services for internal and external parties involved. ● Communication with UCS regarding issues with departmental software and Banner systems ● 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.
<p>15%</p>	<p>Campus Recreation – Fiscal (EF)</p> <ul style="list-style-type: none"> ● Meet regularly within the department and periodically institution management to make or assist with presentations and participate in discussions to develop goals, plans, and solutions to issues. ● Complete, monitor and/or track and submit student and temporary unclassified staff payroll documentation. ● Receive match and consolidate charges for facilities, equipment rental, and labor. ● Establish and maintain procedures to carry out assigned CR program activities and special events.

- Coordinate projects with departmental areas to accomplish identified goals and objectives.
- Determine charges and accounts to be debited and credited from established guidelines using the required accounting system.
- Reconcile and periodically audit daily transaction cash amounts.
- Collect, document, and deposit CR revenue (cash and other) into the appropriate accounts.
- Development of fee schedules required by the Business Office and Oregon State Legislature.
- Review and authenticate CR Refund Requests for legitimacy and prepare, submit refund documentation to the Business Office and Payroll.
- Act as a communication liaison between CR, other WOU departments, State and/or Federal agencies and the public.
- Ensure compliance with all personnel files, certifications and documentation.
- Perform other tasks as assigned.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's Degree
- Two (2) years of increasing levels of experience involving facility management, operations, fiscal oversight, budget management, or membership services in higher education, or other similarly complex organizations.
- Demonstrated experience working with and supporting the success of individuals who have diverse backgrounds, cultures, and languages.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master's Degree, completed, in progress, or aspiration to start.
- Demonstrated commitment to diversity and inclusion, and the ability to work with students, colleagues and guests from diverse backgrounds.
- Previous experience in a collegiate environment (including extensive involvement with student development and supervision), specifically in the oversight of membership services, managing and mentoring employees and facility operations.
- American Red Cross Instructor for CPR/AED for the Professional Rescuer (or willingness to obtain within 12-months of hire).
- Experience managing social media accounts including Facebook, Twitter, or Instagram.
- Proficiency with Microsoft Office Suite, Adobe products, Ellucian FIS Banner, and experience with VSI's Rec Trac and/or When2Work.
- Involvement with NIRSA – Leaders in Collegiate Recreation.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Knowledge of recreational facilities operations, fiscal responsibilities, and membership services.
- Knowledge of the rules, regulations, and practices governing liability and patron safety issues for the specialized field
- Ability to develop, foster and maintain basic communication with a variety of groups (such as students, faculty, staff and community organizations)
- Ability to promote and market specialized services programs.
- Ability to develop, foster and maintain positive communications and interpersonal relations with a wide variety of university constituencies.
- Ability to exhibit a cooperative attitude with various groups.
- Each area requires the employee to deal with multiple tasks and the public while maintaining good customer service.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
X	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$75,000
X	Delegated authority to monitor budget	\$50,000
X	Limited approval authority for purchase	\$5,000
X	Purchase only with higher level approval	\$5,000

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
X	Hire	X	Assign Work
X	Train	X	Recommend salary adjustments
X	Discipline	X	Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
X	Layoff	X	Conduct performance assessments
X	Promote	X	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
X Unclassified staff	2	.2
X Student Employees (average per term)	40	7.0
Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
Campus Recreation Coordinator can establish program goals, policies, budget, facility use, team, and personnel schedules, types of activities, hire/fire personnel, days/times of program and equipment needs. Policy and budget decisions require review and/or approval by a higher level.

Additional Information:

List any additional information that would help describe the nature of the position.
One must be able to organize and prioritize work effectively. They need to have excellent customer service skills and the ability to work with a diverse population. Utilizing their comprehensive knowledge of Campus Recreation this position will be responsible for understanding, articulating, training, guiding policy and implementing departmental requirements from current and future state, federal and international labor laws (Payroll), human resource management responsibilities (HR), internal WOU payroll policies and procedures (Payroll), and University Shared Services Enterprise financial reporting services requirements in conjunction with WOU's internal financial requirements (Business Office).

This position will often have non-routine situations regarding the aforementioned responsibilities. Further responsibilities will include but not be limited to advising the Campus Recreation Director and Assistant Director with monitoring, auditing, and/or directing program budgets, operational advancement and utilization of resources. Conducting departmental project and evaluation requiring research of participation, benchmark surveys, budget efficiencies/inefficiencies and interpretation of learning outcome goals/objectives intended to align with the mission of WOU. The position requires time seated, standing while talking with students and employees via phone or in person or while engaging in work-related tasks. The position also requires OSHA SDS 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.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		