



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Coordinator (CR)	10/10/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	N/A
Department/Division	Work Location
Campus Recreation	Monmouth Campus
Reports to	Position Number
Assistant Director	E99196
Incumbent	Reports to Position Number
	E99891

SUMMARY
Please provide brief summary of the position.
<p>The Campus Recreation Coordinator is a full-time, 12-month professional role, providing leadership across diverse and dynamic areas. The Coordinator is responsible for guiding professional staff and student programs, ensuring effective leadership, collaborative training, and mentorship.</p> <p>Reporting to the Assistant Director of Campus Recreation, the Coordinator contributes to the Campus Recreation Leadership Team. This role requires managing a range of administrative duties with significant complexity, demanding initiative, sound judgment, critical thinking, and a thorough understanding of recreational programs. Key responsibilities include overseeing the hiring, training, scheduling, and evaluation of unclassified temporary staff, interns, and student employees.</p> <p>The Coordinator also manages fiscal operations, marketing, facility management, and membership services for the Health and Wellness Center (HWC). Additionally, the role supports all program areas in risk management, event coordination, staff development, and strategic financial planning and budgeting.</p> <p>This position operates within Campus Recreation, a vital unit committed to supporting the academic and co-curricular mission of the university. Campus Recreation fosters active opportunities to enhance the student experience and build a strong, supportive community.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement

between the university and the employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
30%	<p>Programming</p> <ul style="list-style-type: none"> ● Responsible for the overall management, direction, and administration of a variety of comprehensive recreational programs and services within Campus Recreation and facilities. Specifically provides direct leadership for the areas including HWC fiscal management, Marketing, HWC facility operations, and membership services. ● Member of the Campus Recreation Leadership Team is responsible for the development, supervision, promotion, assessment, and administration of various programs and policies. ● Create, coordinate, and implement all initial and ongoing student employee training sessions, including financial, operations, safety/security, and risk management/reduction. ● Reviews and updates CR policies and procedures for their oversight areas. ● Develop and implement professional development of programming of student staff personnel, including promoting workplace transferable skills. ● Instruct American Red Cross CPR/AED courses and run audits of staff. ● Maintain a varied work schedule to include days, nights, and weekends. 	Essential
30%	<p>Financial Administration</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 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 the Campus Recreation Administration 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 the Campus Recreation Administration. ● Audit quarterly expenditures, analyze, and evaluate financial and statistical data for departmental areas. ● Maintain major accounting files’ including the filing of journal vouchers, invoices, and backup materials; send copies to all accounts debited and 	Essential

	<p>credited; compare with general ledger, invoice numbers, catering orders, and facility use rental charges (waived and non-waived).</p> <ul style="list-style-type: none"> ● Maintain ledger, allocate charges to corresponding accounts, and reconcile the Procurement Card statements. ● Monitor additional billing of outstanding and facility-use invoices. ● 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, and settle or determine the provision of services for internal and external parties involved. ● Communication with UCS for departmental software and Banner systems ● Serve on University and departmental committees. ● Collaborate with University departments to build opportunities for participation in line with the mission of Campus Recreation and the University. ● Develop statistical numbers and budget presentations for program areas to justify the financial request. ● Meet regularly within the division and periodically with institution management to make or assist with presentations and participate in discussions to develop goals, plans, and solutions to issues. ● Audit and submit student and temp unclassified staff payroll documentation. ● Receive match and consolidate charges for facilities projects. ● Establish and maintain procedures to carry out assigned Campus Recreation program activities and special events. ● Initiate 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 Campus Recreation revenue (cash and other) into the appropriate accounts. ● Review and authenticate CR Refund Requests for legitimacy and 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. 	
25%	<p>Management</p> <ul style="list-style-type: none"> ● Recruit, hire, train, supervise, mentor, and evaluate more than 50 students, and unclassified temporary staff members. ● Track and estimate the payroll budget of student staff personnel, including the Federal Work-Study, Hourly Wage employees, and temporary unclassified staff using staffing software. ● Enforce University and Campus Recreation policies and procedures and take necessary action to arbitrate complaints, and disputes, or resolve grievances when misconduct occurs. ● Analyze situations and decide on a proper course of action. ● Assist in coordinating the Member Management System including system administration, policies, and procedures. ● Maintain and grow relationships with affiliate partners to promote and grow affiliate membership options. 	Essential

	<ul style="list-style-type: none"> ● Coordinate facility access for members, guests, conference, and special membership groups. ● Provide training for Facility Supervisors regarding staff interviewing, evaluation, and supervision of 40+ person student staff to maintain the operation of the building. ● 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, facilitate communication with the facility staff, and assist in coordinating program and service sales. ● 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 the University ● Ensure all program participants comply with university policies and procedures. ● Acts as Assistant Director in all operations functions when the Assistant Director is unavailable. ● Ensure compliance with all personnel files, certifications, and documentation. ● Perform other tasks as assigned. 	
15%	<p>Marketing, Retention, and Recruitment</p> <ul style="list-style-type: none"> ● Develop Campus Recreation social media efforts, assist with the department website, and directly supervise the Marketing Specialists including hiring, training, and managing. ● Analyze and initiate social media content and editorial calendar across all platforms including (but not limited to) Facebook, Instagram, and Canvas. Schedule posts and review analytics. ● Creates, designs, and markets program area events. ● Develop and maintain relationships with the Office of DEI, Student Success and Advising, and Center for Professional Pathways to offer opportunities for the recruitment of new students. ● Review, coordinate, and develop retention opportunities for program student staff and participants. 	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact Human Resources with questions.**

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two-year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Increasing levels of experience involving facility management, operations, fiscal oversight, budget management, or membership services in higher education, or other similarly complex organizations	3-5 Years	Choose an item.	
Demonstrated experience working with and supporting the success of individuals who have diverse backgrounds, cultures, and languages.	3-5 Years	Choose an item.	
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.	Choose an item.	1-2 Years	
Experience managing social media accounts including Facebook, Twitter, or Instagram.	Choose an item.	1-2 Years	
Proficiency with software applications Word, Excel, PowerPoint, and experience with IMLeagues and/or When2Work	Choose an item.	1-2 Years	
Involvement with NIRSA – Leaders in Collegiate Recreation.	Choose an item.	1-2 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes

Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to develop, foster, and maintain basic communication with a variety of groups (such as students, faculty, staff, and community organizations).
Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to develop, foster, and maintain meaningful collaborations with a wide variety of university constituencies.
Adaptability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to develop, foster, and maintain positive adaptability and interpersonal relations with a wide variety of university constituencies.
Emotional Intelligence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ability to exhibit emotional intelligence techniques with various groups.
Critical thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each area requires the employee to deal with multiple tasks, critical solution development, and multiple publics while maintaining good customer service.
Conflict management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May encounter hostile patrons, participants, vendors, or Departmental personnel.

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	American Red Cross Instructor for CPR/AED (or willingness to obtain within 12 months of hire).

SUPERVISION

Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making	<input type="checkbox"/>

	employee job/assignment changes. These jobs do not make independent employment related decisions.	
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input checked="" type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
---------	---	--------------------------

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Employee	Up to 50
Unclassified Temporary/Hourly staff	Up to 2
Interns	Up to 2

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Broad Latitude

Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ 175,000 (Campus Recreation)
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing <input checked="" type="checkbox"/> Climbing <input type="checkbox"/> Crouching/ Stooping <input type="checkbox"/> Feeling/Handling <input checked="" type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Reaching <input type="checkbox"/> Repetitive movement <input checked="" type="checkbox"/> Speaking <input checked="" type="checkbox"/> Squatting <input checked="" type="checkbox"/> Telephone Use <input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Carrying <input type="checkbox"/> Crawling <input type="checkbox"/> Driving <input checked="" type="checkbox"/> Keyboarding/Computer Use <input checked="" type="checkbox"/> Pulling/Pushing <input checked="" type="checkbox"/> Regular interaction with customers <input checked="" type="checkbox"/> Sitting <input type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Twisting/Bending <input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment <input checked="" type="checkbox"/> Chemicals <input type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input checked="" type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Animals/Wildlife <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input checked="" type="checkbox"/> Heights <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input checked="" type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
--	---	---

Lifting Demands*	Up to 100 pounds
Additional Physical Demands or Work Conditions:	

Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Zach Hammerle	
Reviewer (VP / Director)	Reviewer Signature / Date
Randi Lydum	
HR Director	HR Director Signature / Date
Desiree Noah	

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
-------------------	----------------	--------------	---------------------

CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			