

JOB DESCRIPTION:	Campus Recreation Coordinator		
DEPARTMENT:	Campus Recreation		
REPORT TO:	Assistant Vice President of Student Life		
EEO CLASSIFICATION:	Service Worker	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#415160	DATE APPROVED:	19-OCT-2023
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Responsible for the coordination, planning, scheduling, managing, and overseeing the Campus Recreation facilities and Intramurals program.

DUTIES:

1. Manages all Campus Recreation facilities, oversee equipment inventory and preventative maintenance and repairs, implements, and runs an Intramural program, and oversees day to day operation of the office.
2. Oversees and coordinates the hours of operation of recreational facilities. Responsible for the implementation of all facets of scheduling a program, ensuring compliance with operational and policy requirements as well as federal, state, and local regulations, guidelines, and standards.
3. Creates wellness initiatives through campus programming and develops noncredit wellness program. Teaches noncredit wellness classes. Trains staff in wellness certifications and provides opportunities to assist staff in obtaining wellness certifications. Oversees the progress of individual events, facility maintenance, and assists in problem resolution.
4. Collects and analyzes data and statistical information pertaining to facility usage and prepares periodic reports of such.
5. Prepares agenda and participates in regular meetings. Takes and transcribes meeting minutes and provides follow-up for items noted. Organizes and maintains department files and records.
6. Participates in a variety of department operational and budgetary meetings as needed.
7. Provides supporting documentation and research of specific issues, concerns, and problems to ensure availability of thorough and accurate materials for decision-making and compliance with all policies, procedures, and regulations.
8. Performs research of specific department information in support of special projects. Maintains and assists in the preparation of materials for annual budgetary and operational planning.
9. Maintains equipment inventory, maintains equipment functionality, conducts security checks of equipment, schedule of usage, and makes and/or recommends purchases, as appropriate. Works with vendors to repair equipment and purchase new equipment.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree or 60 credits in Wellness/Movement Science, Kinesiology or closely related field with 6 months of related experience required. Master's degree in Wellness/Movement Science, Kinesiology or closely related field and two years Campus Recreation/Fitness experience preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Knowledge of office management and administrative support practices and procedures. Knowledge of general bookkeeping practices and procedures. Knowledge of advance word-processing, spreadsheet, and database software applications. Knowledge of organizational structure, workflow, and operating procedures. Ability to monitor and/or maintain quality control standards. Ability to coordinate quality assurance programs in area of specialty. Ability to resolve customer complaints and concerns. Ability to work both independently and in a team environment. Ability to understand and follow safety procedures. Ability to lead and train staff and/or students. Ability to perform complex tasks and prioritize multiple projects. Skill in organizing and coordinating. Ability to coordinate, schedule, and organize events and/or facilities usage. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, recreation classroom, and gym environments. Must be able to lift fitness equipment as part of daily activities. Required to lift, push, and pull office and fitness equipment and materials. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps. Must be able to visually and auditorily assess situations to insure health and safety. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Light maintenance such as shoveling, sweeping, mopping, throwing of trash, and others may be needed. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c. CPR/First Aid Certified or ability to get certified within 1 months from hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)