



	DATE REVISED August 23, 2004 Final
JOB TITLE Recreational Sports Specialist II	JOB CODE 3549
FLSA STATUS Exempt	UNIT/DEPARTMENT HSC-General / Auxiliary Enterprises / Recreation Center
REPORTS TO: Director of Recreation Center	SUPERVISES: None

POSITION SUMMARY:

Coordinated, implements, and supervises the direction of the Recreational Sports programs and the staffing needs of the Recreation Center at UTHHCS.

POSITION KEY ACCOUNTABILITIES:

1. Designs, implements, and supervises programmed sport activities (leagues, tournaments, outings) including all rules, policies, supervision, assessments, scheduling, and evaluations.
2. Develops, markets, and administers summer day camp program. Provides special event programs for youth and family Recreation Center members.
3. Coordinates facility scheduling, reservations, and maintenance for outdoor and some indoor facilities.
4. Recruits instructors, tracks participant use, and coordinates policies and procedures.
5. Provides publicity and materials for all programs, purchases required equipment and controls inventory.
6. Creates and administers annual and one-time special events for Recreation Center members and the University Community.
7. Other duties as assigned

CERTIFICATIONS/SKILLS:

- Basic office and computer skills
- Good written and verbal communication skills.
- CPR Certified
- First Aid Certified
- Certified Lifeguard
- Certified Recreational Sports Specialist preferred.
- Certified Pool Operator preferred

MINIMUM EDUCATION:

Master's degree in Recreational Sports Administration or Sports Management

MINIMUM EXPERIENCE:

Two years of experience coordinating and supervising activities or programs at a competitive or recreational sports program level. Coordinating, coaching, officiating and or related program experience is necessary for specific responsibilities.

PHYSICAL REQUIREMENTS:

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*