POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR, RECREATION & WELL-BEING
DEPT: PHYSICAL RECREATION

REG ✔ TEMP ☐ FULL TIME ✔ PART TIME ☐

STARTING RATE or SALARY RANGE: $46,500-$56,500
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

*INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Under the direction for the Director of Recreation and Well-Being Center, the Assistant Director (AD) of the Recreation and Well-Being Center assists in setting the overall direction for their assigned areas. The AD is responsible for providing day to day operational leadership of the Sports Clubs, Recreational Programs, Youth Programs, and Marketing, including the development and implementation of recreation and well-being programs that support students as they grow, discover, connect, lead, and play. The AD will be responsible for the overall management and coordination of the administrative, programmatic, and facility operations in their designated area.

The AD also serves to provide program coverage, facility coverage, and supervision of special events as needed.

In collaboration with the Director of Recreation and Well-Being Center, the AD works to develop and implement policies, procedures, standards, and related manuals for the Recreation and Well-Being Center, as well as enforce these practices.

Administration
- Assist Director with the management, oversee, inventory, equipment repair/replacement, and work orders of Recreation & Well-Begin facilities (Well-Being Center, Swim Center, and related outdoor facilities utilized by the department).
- Support the Intramural and Outdoor Recreation Coordinators with reservation and facility needs.
- Monitor paperwork and documentation required by the department including membership/waiver forms, individual club budgets, travel/vehicle request forms, Defensive Driving Certifications, club/team registrations, facility reservations, etc.
- Oversee student conduct issues related to Recreation and Well-Being programs and work with other Student Life adjudicators as needed.
- Assist with the department’s advertisement and website
- Supervise, train, schedule, and resolve issues of student workers

Manage Sport Club Operations
- Develop, plan and direct a comprehensive Sport Club Program
- Provide administrative oversight and coordination for approximately 17 club sports.
- Develop and maintain the club sport manual (guidelines, policies, evaluation processes, goals and objectives)
- Keep current and be familiar with all rules, polices, and regulations pertinent to each club sport conducted
- Attend meetings, clinics, or workshops pertaining to professional recreational sports organizations
• Purchase and manage equipment and supply orders for all sport clubs, team meetings and communications, and one-on-one team leader consultations.
• Hold monthly club sport council meetings with leaders from each club sport.
• Oversee and manage yearly sport club budget for all sports, manage the Sport Clubs Purchase Card, PC monthly statements and all sport clubs budget certificates
• Assist sport clubs in fundraising programs/opportunities with the City of Socorro
• Work with Student Government Association in coordinating the Sport Club Fair each semester
• Work with alumni relations to develop scholarship and funding opportunities for sport clubs
• Maintain and update Recreation and Well-Being Center websites

Provide Support for Recreation and Well-Being Center and External Communications/Marketing
• Provide day to day support for the departments programs and daily operations such as telephone and in-person assistance for individuals and groups utilizing department facilities, equipment, and transportation.
• Ensure department website and social media are accurate, timely, and contain visually aesthetic information
• Work with marketing to promote success of competitive sports including, but not limited to rugby, climbing and eSports.
• Represent the department on campus wide committees

Other Duties as assigned by the Director

REQUIRED QUALIFICATIONS:
Bachelor's degree - Area of study: Recreation, Sports Management or related field. Master’s Degree desired. Professional experience in a supervisory/coaching position in athletics, recreation and/or physical education required. Thorough knowledge of sports and sports club organization and administration required. Working knowledge of personal computer to include the following: MS Office Suite: Word Excel, Outlook, Access, Adobe, PowerPoint required. First Aid & CPR required. Effective communication skills required. Demonstrated ability in working with students required. Team organizational skills required. Participated in sports at the college / university level desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 113, Socorro, NM 87801