

California State University, Fresno Foundation

INTRAMURAL PROGRAMS COORDINATOR– STUDENT RECREATION CENTER

JOB ANNOUNCEMENT #22-325

POSITION SUMMARY:	<p>Full-time, benefited position with the Student Recreation Center through the California State University, Fresno Foundation. The Intramural Programs Coordinator will oversee a program of recreational activities and services, specifically Intramural programs including the maintenance of the sports officiating program. The successful candidate will be responsible for providing leadership, overseeing Intramural program operations, and establishing and enforcing policies that provide for the effective operation of the Intramural program. The incumbent will be responsible for the effective delivery, evaluation, promotion and reporting of the Intramural program to include program development, scheduling and implementation, program registration, participant development and discipline. The Coordinator will work with the Manager on the procurement, inventory, repair and replacement of Intramural program equipment. This position is responsible for preparing, presenting and implementing short and long-term programming goals. The position is accountable for the fiscal management, and supervision of personnel administering those programs. This position is non-exempt and has a flexible work schedule that requires some morning, evening, and weekend facility supervision. Fostering student success and retention is fundamental to the department’s philosophy as it reports within the Division of Student Affairs and Enrollment Management.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Recreation Programs Manager, the incumbent will be responsible for the following tasks. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Recruit, train, schedule, evaluate and terminate intramural staff including student supervisors and officials. • Maintain effective communication with program participants and staff. • Assist with Intramural Employee Manuals. • Schedule and program all intramural events (leagues and tournaments) including facility reservations for all activities. • Market and promote programmed activities to students and faculty/staff members. • Discipline of student participants violating Intramural Sports policies as well as the student code of conduct. • Assist in strategic planning and assessment including establishing learning outcomes for student participants and employees within program area. • Make recommendations on annual budget and manage spending priorities. • Organize, track, and take inventory on all programmatic equipment, make recommendations for new purchases. • Establish working relationships and serve on committees with other campus entities (Sport Clubs, Greek Life, Housing, Facilities Management, Kinesiology, Recreation Administration, etc.). • Coordinate and implement Intramural program special events. • Assist in the day to day operation of the Rec Sports and Fitness as needed. • Execute payroll duties for Intramural program staff. • Coordinate field supervisor staff for Playfield reservations. • Attend conferences, seminars, and meetings as permitted for professional development. • Assist with fiscal planning and management of operational budget and long range planning. • Cooperate and collaborate with other staff members to achieve departmental goals. • Attend staff and departmental meetings as assigned. • Other duties will be assigned based on program needs.

QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s Degree required in Recreation, Physical Education or Exercise Science, Sport and Event Management, Student Affairs or related field; <ul style="list-style-type: none"> ○ Master’s Degree preferred in Recreation, Physical Education or Exercise Science, Sport and Event Management, Student Affairs or related field and • Sports official’s certification preferred for minimum of High School level in at least one (1) of the following sports: basketball, football, soccer, volleyball. • Two (2) years of professional experience in collegiate recreation setting, specifically in program areas of Intramural Sports. <ul style="list-style-type: none"> ○ Graduate Assistantships are acceptable for professional experience. • Knowledge of Intramural Sport programming, student development principles, budget management and administrative techniques • Knowledge of various sport league and tournament scheduling techniques, various sports rules, sports officiating, and official’s training. • CPR/AED and First Aid certification required.
SALARY/BENEFITS:	\$19.80 per hour (\$41,200 annually). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and sick leave.
FILING DEADLINE:	Application review begins June 1, 2022; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="padding-left: 40px;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.