

California State University, Fresno Foundation

INTRAMURAL PROGRAMS COORDINATOR – STUDENT RECREATION CENTER **JOB ANNOUNCEMENT #25-753**

POSITION SUMMARY:	Full-time, benefited position available with Student Recreation Center through the California State University, Fresno Foundation. Under the general direction of the Associate Director, the Intramural Programs Coordinator will oversee the Intramural Programs and sports officiating program within the Student Recreation Center. The successful candidate will provide leadership and direction for all aspects of the intramural program, including daily operations, policy enforcement and development, and the effective delivery of a diverse range of activities. Key responsibilities include program development, scheduling and implementation, program registration, participant engagement and discipline, as well as program evaluation, promotion, and reporting. The Coordinator will collaborate with the Associate Director on the procurement, inventory, repair and replacement of intramural program equipment. This role also involves preparing, presenting and executing short-term and long-term programming goals, while maintaining fiscal oversight and supervising program personnel. Additionally, the incumbent will assist the Associate Director with facility reservations. This position is non-exempt and has a flexible work schedule that requires some morning, evening, and weekend facility supervision. This position contributes to the department’s mission fostering student success and retention within the Division of Student Affairs and Enrollment Management.
ESSENTIAL JOB FUNCTIONS:	The Intramural Programs Coordinator is responsible for the following tasks. Typical duties include, but are not limited to: • Supervise all intramural staff, including recruiting, training, scheduling, evaluation and discipline of student supervisors and officials. • Manage timecard approval & HR/Payroll administrative tasks for intramural program staff. • Plan, schedule, and oversee all intramural events (leagues and tournaments) including facility reservations for all activities. • Implement, coordinate, and promote intramural program activities and special events to students and faculty/staff members. • Enforce all Intramural Sports policies and the student Code of Conduct; manage participant discipline as appropriate. • Coordinate field supervisor staff for Playfield reservations. • Assist in strategic planning and assessment including establishing learning outcomes for student participants and employees within program area. • Maintain accurate inventory records for all intramural program equipment; oversee organization, tracking, and recommendations for repair or replacement. • Provide recommendations on annual budget and manage spending priorities. • Develop and maintain collaborative working relationships with campus partners including Sport Clubs, Greek Life, Student Housing, Facilities Management, Kinesiology, Recreation Administration, etc. • Maintain effective communication with program participants and staff. • Assist with the development and maintenance of Intramural Employee Manuals. • Assist with fiscal planning, operational budget management, and long-term program planning. • Assist with facility reservations in collaboration with Associate Director and other staff. • Attend conferences, seminars, and meetings as permitted for professional development. • Cooperate and collaborate with other staff members to achieve departmental goals. • Attend staff and departmental meetings as assigned.

	Other duties may be assigned to be day-to-day operations of Rec Sports and Fitness as needed.
QUALIFICATIONS & EXPERIENCE:	<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> - Bachelor's Degree required in Recreation, Physical Education or Exercise Science, Sport and Event Management, Student Affairs or related field. - Two (2) years of professional experience in collegiate recreation setting, specifically in program areas of Intramural Sports. - 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. - Ability to initiate, coordinate and manage a variety of projects simultaneously. - Ability to perform work involving independent judgment, accuracy and speed. - Ability to connect and operate laptop, LCD projector, and appropriate software. - Proficiency in Microsoft Word and Excel, email and internet, and/or the ability to learn campus-specific software programs as required.
COMPENSATION:	\$19.00 - \$21.00 per hour (\$39,520 - \$43,680 annual). Benefits include medical, dental, vision, life insurance and 401K, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>November 11, 2025</u> . Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu.

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.

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