



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	DIRECTOR OF INTRAMURALS and RECREATION
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME EXEMPT
DEPARTMENT:	STUDENT AFFAIRS
POSITION SUPERVISOR:	DIRECTOR OF ATHLETICS
DEPARTMENT HEAD:	VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

PRIMARY DUTIES/RESPONSIBILITIES: The Director of Intramurals and Recreation will be required to design and implement an overall program to meet the intramural sport and recreation needs of the campus community.

Specific duties may include, but are not necessarily limited to the following:

1. Develop and maintain a good working knowledge of the Intramural system.
2. Plan, organize and supervise recreation and intramural activities.
3. Coordinate game and tournament schedules.
4. Create rules and guidelines for participants and volunteers.
5. Develop and maintain program budget.
6. Develop communication strategy to generate participation.
7. Secure and oversee the maintenance of facilities during competition.
8. Recruit volunteers, student employees and officials from the student body.
9. Oversee and/or train volunteers, student employees and officials.
10. Secure and maintain all necessary equipment
11. Track and update point totals by organization/team names.
12. Complete intramural game sheets and attach team rosters.
13. Respond to injuries and assist in immediate first aid and proper emergency procedures.
14. Maintain accurate student employee time cards.
15. Contribute to the overall program of a residential college.
16. Interest/abilities in contributing to Sports Information/Social Media/Statistics.
17. Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Director of Athletics and through the Director to the Vice President for Student Affairs and Dean of Students. The Director of Intramurals and Recreation also works directly with other members of the Athletic Department, Student Affairs Staff, and has daily contact with students, staff, and faculty.

EDUCATION, EXPERIENCE, AND CERTIFICATION: Bachelor's Degree required, Master's Preferred in recreation management, parks and recreation or related fields. Previous experience as a participant and/or volunteer in a recreational or intramural league is a must, and work history involving sports leagues, summer camps and leisure and family activities is necessary. Valid driver's license and

satisfactory driving record required.

SKILLS, KNOWLEDGE, AND ABILITIES: Knowledge of principles, methods and techniques associated with Intramurals and Recreation. Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Maintain valid driver's license and satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies. Have a working familiarity with computer systems (including social media). Before employment begins they are required to achieve certifications in CPR, Standard First Aid, Blood Borne Pathogens, and the use of an Automated External Defibrillator.

PHYSICAL REQUIREMENTS: Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

GENERAL EXPECTATIONS OF POSITION: Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, human resources, vice president or the President.

This is a full time, twelve-month position annually.

Updated: May, 2023.