Coordinator of Intramural Sports and Sport Clubs - Campus Recreation

**Definition of Class**
Incumbent in this position is responsible for the coordination and management of activities associated with intramural sports, special events, sport clubs, and youth camp programs that are sponsored and operated by the Department of Campus Recreation.

**Examples of Work Performed**
Creates, develops, and coordinates the planning and administration of intramural sports, special events, sport clubs, and summer youth camp programs.

Recruits, hires, trains, schedules, and evaluates student employees and volunteers, including graduate assistants and undergraduate students. Develops co-curricular learning initiatives and leadership training opportunities for student employees.

Assists in scheduling the use of recreation facilities.

Coordinates with representatives from various entities to ensure proper risk management practices. Maintains policies and procedures related to participant insurance, injury prevention and care, and other risk management activities.

Makes recommendations concerning operational budgets. Monitors expenses for assigned programs.

Plans, develops, implements, supervises, coordinates, and evaluates promotion and marketing campaigns for the intramural sports, special events, sport clubs, and summer youth camp programs.

Assists with evaluating the overall operation of intramural sports, special events, sport clubs, and summer youth camp programs.

Assists in establishing and implementing short-term and long-range goals for the Department of Campus Recreation, including compilation of data and reporting of programmatic statistics, as well as assessment of student learning and program outcomes.

Represents the Department of Campus Recreation and The University of Mississippi on various committees, boards, and associations.

Performs related or similar duties as required or assigned.

**Essential Functions**
*These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.*

1. Coordinates activities associated with intramural sports, special events, sport clubs, and summer youth camp programs at The University of Mississippi.

2. Performs personnel related functions including the recruitment, selection, training, scheduling, and evaluation of student employees and volunteers.

3. Assists with the development of operational budgets for intramural sports, special events, sport clubs, and summer youth camp programs. Monitors expenses for assigned programs.
4. Administers plans for the promotion and marketing campaigns related to intramural sports, special events, sport clubs, and summer youth camp programs.

5. Assists in the development, implementation, and assessment of departmental goals and objectives.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to assist in lifting up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job the incumbent is frequently required to use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to stand; walk; and sit. Incumbent occasionally is required to climb or balance; and run.

Experience/Educational Requirements:

Education:
A Master’s Degree in Campus Recreation, Leisure Management, Sports Management, Student Personnel Administration, or related field from an accredited college or university.

AND

Experience:
One (1) year of experience in a campus recreation program.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.