



Savannah State University
Position Description – Assistant Director, Intramural Sports
& Wellness Programs

POSITION DESCRIPTION

Position Title: Assistant Director, Intramural Sports & Wellness Programs FLSA Status: Exempt
Reports to: Associate Director, Department of Student Development
Division: Division of Student Affairs
Date Prepared: July, 2011

BASIC FUNCTION

Responsible for assisting the Associate Director, Department of Student Development in the overall planning and development of an organized and thorough program of intramural sports and wellness activities and events for the University community. Provides oversight of usage of Wilcox-Wiley Gymnasium and Pool.

NATURE & SCOPE

Reporting to the Associate Director, Department of Student Development, plans, implements and provides quality programs, facilities and services that promote a sense of community and encourage the pursuit of a healthy lifestyle to a diverse student population. Coordinates space usage and maintains calendar of events for the Wilcox-Wiley Gymnasium and Pool.

PRINCIPLE ACCOUNTABILITIES

- Plan, implement, and supervise physical fitness and wellness activities, services, and instructional programs for students, faculty, staff, and guests.
- Plan, implement, and supervise open recreation, individual, and group instruction, and organized competitive intramural sports for SSU students, faculty, staff, and community guests.
- Create materials and other marketing tools to promote programs and services offered by Intramural Sports & Wellness.
- Supervises and evaluates part-time and student employees of the Wilcox-Wiley Gymnasium and Pool.
- Conduct regular assessment of the quality of Intramural Sports and Wellness programs and activities and make adjustments as needed.
- Develop methods for collecting input from users to enhance and expand programs and services.
- Develop policies, procedures, and an atmosphere to promote good sportsmanship and team play.
- Coordinate the use and scheduling of all facilities associated with Intramural Sports and Wellness programs.
- Plan and implement special events and programs in intramural sports and wellness for the campus community.
- Coordinate and supervise regular maintenance of the facilities (Wilcox-Wiley Gymnasium, Pool and Weight Room [Body Shop])
- Perform other duties as assigned.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires a Bachelor's degree. Experience in facilities management and programming. Demonstrated leadership, interpersonal and strong communication skills. Proven student programming experience. Basic computer skills. Must be able to create and maintain a student-oriented environment. Ability to work competently without supervisor present.