Athletic Facilities Supervisor, University of Delaware Department of Athletics and Recreation Services

(2 positions available starting 1/01/2021. $12-$15 hourly, 15-25 hours a week)

University of Delaware
Newark, DE

Context of Job:

The Athletic Facilities Supervisor position, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Inspiring Greatness Together.”

The Athletic Facilities Supervisor is responsible for assisting in all aspects of the Facilities & Operations functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware which includes overseeing the use of facilities in the evenings and on weekends and securing facilities after activities have ended.

Major Responsibilities:

- Conduct regular facility checks of locker rooms, bathrooms, offices, bleachers etc. and make note of items that need to be addressed (painting, re hanging, replacement, etc) and/or addressing item on their own (tightening bolts on chairs/bleachers)
- Check & repair/replace nets on goals as needed (basketball soccer, lacrosse, field hockey)
- Whitney Hydrotherapy Pools Chemical Checks & Cleaning
- Assist with Large Event Setups (Football, Basketball, Concerts, Family Shows, etc). Communicate and lead with staff as needed.
- Serve as liaison for Club Sports in DFH, Practice Fields, Hannah, Grant, Rullo, and BCC. Assist in set ups and turnovers as needed.
- Adjust/move equipment in shared spaces based on setup notes/diagrams to facilitate space usage, and/or cleaning/maintenance (West Gym, BCC Arena, BCC Club, Stadium Club, Sparks Suite)
- Responsible for securing facilities at end of shift nightly and as needed on weekends

Minimum Qualifications:
• Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook.
• Excellent interpersonal skills.
• Ability to prioritize multiple projects.
• Effective time management skills.
• Excellent communication skills.
• Self-starter, able to follow instructions, and work independently
• Dependable and reliable to show up to scheduled shifts on-time
• Ability to handle information in a confidential, objective and professional manner.
• Expected to become certified and comfortable operating fork lifts, golf carts, pallet jacks, etc. within three-months of starting position
• Expected to be on-site for all home football games and assist at large events within the BCC (basketball, family shows, concerts, etc.) on an as needed and as requested basis

This posting is for two positions, which would split the coverage schedule of Monday-Thursday from 7:00pm-11:30pm and Saturday/Sunday from 8:00am-12:00pm. There would also be Friday coverage on an as-needed basis.

To apply for this position, send your cover letter and resume to Donny Cox at coxd@udel.edu

Equal Employment Opportunity

*Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

*The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)*