University of Delaware

Position Title: Part-time Coordinator, Recreation Operations
Title of Supervisor: Assistant Director, Operations and Staff Development
Department: Campus Recreation
College/Admin Office: Delaware Athletics, Community & Campus Recreation
Location: Newark

1 Position available starting 07/01/23, ending 06/30/24
$15.00 / hour
30 hours / week

CONTEXT OF THE JOB:
The Part-time Coordinator, Recreation Operations is a valued member within the University and Department of Athletics, Community, and Campus Recreation (DACCR), upholding and embracing the departmental mission of “Achieving Excellence Together.”

Under the direction of the Assistant Director of Operations and Staff Development the Part-time Coordinator will assist with many aspects of the department, including supporting student staff, ensuring successful running of events and programming, and other duties as assigned.

MAJOR RESPONSIBILITIES:
● Provide evening supervision for recreation student staff
● Assist with the logistics and running of external weekend events
● Assist with oversight of satellite facilities and identify/fill needs and recommend necessary equipment repairs
● Assist with recruitment, hiring, training, scheduling, supervising, and evaluating student staff members
● Attend to unforeseen fitness class issues as necessary
● Assist with participant membership eligibility
● Assist with on-site supervision of IM and club sports events
● Assist w/ execution of programming as needed

QUALIFICATIONS:
● High level of organizational, communication and computing skills (internet literacy, scheduling software, basic office applications).
● Good judgment/decision-making required.
● First Aid/CPR certification strongly preferred.
● Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
● Committed to fostering a workplace culture of belonging, where diversity is celebrated and equity is a core value.

SPECIAL REQUIREMENTS:
● Evening and some weekend hours required.

To apply for this position, send your cover letter and resume to Laura Grimes, lgrimes@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