Recreation Scheduler, Part-Time

Department of Athletics and Recreation Services – Recreation Facilities and Operations

University of Delaware

Context of Job
The Part-time Recreation Scheduler at The University of Delaware is a valued member of the University and Department of Athletics and Recreation Services, upholding and embracing the department mission of “Inspiring Greatness Together.” The Part-time Recreation Scheduler will support the Facilities and Operations Team by maintaining the master facilities schedule.

Responsibilities

Facility Scheduling

- Responsible for scheduling of all indoor and outdoor Recreation Services facilities.
- Process scheduling requests and logistics for internal (UD Departments and Student Groups) and external clients. Communicates applicable policies and procedures, cost projections and various other requirements for facilities including Protection of Minors.
- Point of contact for Athletics & Recreation Services scheduling needs including Fitness, Club Sports, Intramurals, Varsity and Spirit Teams.
- Maintain and ensure accuracy for multiple scheduling platforms (Innosoft - Fusion and Google).
- Collaborate with the Office of General Counsel for questions related to Facility Use Agreements and with Risk Management to ensure Insurance requirements are being met.
- Submit staffing requests specific to each rental.
- Work with Marketing staff to ensure patrons are notified of operational and program changes as needed.

Work Order Processing

- Processes work orders for rentals and special events, i.e. Custodial Services, UD Police Department, Parking, Dining Services, Movers etc.
- Follow-up on service requests to ensure accuracy of service and billing.

Other Duties

- Assist with other facilities and operations duties as assigned.

Qualifications

- Highly organized person who can prioritize and work with a high degree of accuracy.
- Ability to work autonomously with minimal direct supervision.
- Strong interpersonal skills using effective oral and written communication with the ability to work effectively with a wide range of constituents in a diverse community.
- Experience with Google scheduling software preferred.
- Those applying must be able to work up to 30 hours per week.

Please email all inquiries to kmrose@udel.edu. Include resume and cover letter.