



Job Specification

Job Title: Coordinator, Recreation Center Operations
BCAT Code: 410X CE
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Manages the daily operations of the Student Recreation Center.

Examples of Duties

- Manages the student employment process, from accepting application to the initial interviews.
- Hires, trains, evaluate, supervise, and terminates student assistant selected to work in the center.
- Manages lock room assignments.
- Coordinates upkeep of the lock room and lockers.
- Designs and delivers training to all new student staff regarding policies, practices and procedures of the center.
- Monitors equipment usage.
- Communicates and collaborates with fellow staff members on special event reservations, set-up, and take down needs.
- Assists with development and review of the center's policy and procedure.
- Maintains records and file forms for all accidents and incidents that occur.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to supervise a large staff (30+).
- Ability to multi-task in a deadline driven environment.
- Certification in First Aid/CPR/AED.
- Certified Recreational Sports Specialist.
- Effective time management and organizational skills.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Bachelor's degree in Recreation, Sports Management or a related field and four years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.