

## **JOB DESCRIPTION**

**Position Title:** Director of Campus Recreation & Head Disc Golf Coach  
10 months, Full time  
August 1 start date

**Reports To:** Director of Athletics

### **Occupation Summary:**

The Director of Campus Recreation, reports to the Director of Athletics to provide development, administration, and evaluation of a comprehensive club sports and intramural program and holistic recreation, wellness and fitness programming. This position provides structured programming options to foster health and well-being, learning, competition and leadership for the on-campus and surrounding Houghton community.

Responsibilities include a wide variety of administrative and supervisory duties including, but not limited to, personnel management, fiscal management, student development, risk management, facility management, marketing/promotions, rules and policy development, and scheduling of leagues, contests, tournaments, and special events.

### **Essential Functions:**

#### **Club Sports (65%)**

- Assist with the management of a diversified and comprehensive club sports and program including, but not limited to, administration, policy development, scheduling, staff training, assessment, risk management, special events, budget oversight, marketing and equipment management.
- Serve as Head Coach for Disc Golf club/team
  - Offer/host regular tournaments in collaboration with the PDGA
  - Participate with the Collegiate disc golf association
  - Take team members to regional events/tournaments
- Develop a plan for assessing the addition of new club sports based on interest and demand of current and prospective students.
- Serve as a liaison to each club sports team. Provide leadership and mentor club sport officers, coaches, and members.
- Work closely with Office of Admission staff to promote intramural and club sports opportunities and to actively recruit prospective students to club sport teams.

#### **Wellness/Intramurals (25%)**

- Oversee staff members charged with the scheduling of all intramural leagues and fitness opportunities.
- Assist in the development of short-term and long-term goals for the intramural sports program with a formal assessment process. Assist in attaining pertinent assessment data regarding customer satisfaction and participant & student staff learning.
- Collaborate with campus partners (including, but not limited to, student programs, counseling services, human resources and community relations) to increase awareness of and to build a sense of community around the intramural and fitness and wellness programs by fostering the delivery of programs and services that meet the holistic needs of an active community.
- Provide assistance for campus-wide initiatives and support campus partners as a resource for wellness fairs, speaking engagements for dorms/departments and service on various committees.

#### **Facilities/Budget Management (10%)**

- Oversee all fitness facilities/equipment
- Assess the need for purchasing or discontinuing equipment based on usage and demand.
- Serve as a liaison to campus maintenance and facility staff. Must be able to develop cooperative relationships in order to secure space and ensure proper maintenance and use of recreational sport spaces.
- Assist in the preparation, forecasting and monitoring of income and expense budgets as it relates to the Intramural & Club Sports program.
- Maintain records of program participation, revenue generation, and expenditures.

**Statement of Requirements:**

- Bachelor's degree required, Master's preferred
- CPR, First Aid and AED certifications required.
- Basic knowledge of the principles, philosophy, standards and practices of recreation administration (e.g., program planning, leadership, risk management, budgeting, marketing & public relations).
- Demonstrated ability to communicate well both verbally and in writing.
- Demonstrated PC computer competency and skills.
- The ability to plan, promote and evaluate a wide range of recreation services and events for the Houghton community.

**Houghton College is fully committed to a culturally diverse faculty, staff and student body.  
Successful candidates will evidence similar commitments.**

**Application Procedure: Applications must be received by March 19, 2021**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review Houghton College's Community Covenant and Doctrinal Statement available here:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

1. Please provide a brief description of your journey to Christian faith. In what ways are you currently participating in a local church or fellowship?
2. Review the College's Vision for a Common Life statement. Based on your reading, what resonates deeply with you?
3. Based on your reading of the Vision for a Common Life, what would most challenge you about our learning community?
4. If you have significant concern with one of Houghton's beliefs or practices, how would you work with the concern to preserve both the community's integrity and your own?