**Department of Recreational Sports**

**Program Manager**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We inspire healthy living by providing quality recreational and educational opportunities for the OSU Community.

Definition and Purpose:

The Program Manager reports to a Coordinator of Sports and Special Programs and Graduate Assistant and is responsible for supporting the coordination, administration, and supervision of the Sports & Special Programs department. Program Manager assists in the oversight, coordination, supervision, training, and evaluation of 16-18 Sport Supervisors, 6-8 sport clubs, assigned intramural activities, assigned special programs, and office administration. Program Manager will have a vast knowledge of the program policies, procedures, and information about sport clubs, intramural sports, or special programs. This is a leadership position that works in close relationship with DRS administrative staff, peers, and participants to help deliver the program positively and efficiently. Program Manager has a high level of responsibility to ensure that programmed activities are operated according to Department and Area risk management standards, policies, guidelines, and expectations.

Department of Recreational Sports Employee Expectations:

* Model, promote and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors, and administrative staff.
* Maintain required certifications.
* Attend orientations sessions, staff meetings, and in-service trainings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons.

Sports & Special Programs Mission Statement:

To engage the university community in diverse sport and program opportunities that enrich the student learning experience through involvement, leadership and physical activity.

Position Duties and Responsibilities:

* Organization and coordination of intramural leagues (1-2 per year) and events (1-3 per term), including marketing, training of staff, preparing league and playoff schedules, scheduling of facilities/equipment, communication with team managers, coordinate disciplinary hearings, and conduct activity evaluation and summary.
* Administration and advising of 6-8 clubs including travel and home activities, hosting of major events as well as provide assistance in clubs leadership development, promotion, and equipment inventory.
* Organization and coordination of assigned Special Programs in conjunction with (After Dark, START, Rec Night, Be Well 5k), including marketing, training of staff, scheduling of facilities/equipment, scheduling and managing of event staff, communication with campus partners and other Rec Sports program areas, and conduct event evaluation and summary.
* Recruit, hire, train, supervise, and evaluate student officials, and supervisors.
* Lead and/or assist program area trainings and meetings:
* Intramural Officials Trainings and Intramural Sport Manager and Playoff Meetings
* Sport Club Fall and Spring Trainings, Monthly or Individual Club Leadership Meetings or Trainings
* Provide ongoing evaluation and recommendations for Sports & Special Programs.
* Assist in the purchase, inventory, and maintenance of all equipment.
* Attend staff meetings and trainings.
* Maintain office hours during each term.
* Participate in student mentor program.
* Assist with other department activities as assigned.

Preferred Work and Extracurricular Experience:

* Either previous employment or involvement with the OSU Department of Recreational Sports as a Sport Supervisor or Club Officer.
* Demonstrated and proven knowledge of Sports & Special Programs offerings with some officiating experience.
* Ability to operate independently and collaboratively within DRS and Sports & Special Programs standards of conduct and professional expectations, and to hold others accountable.
* Commitment to student development and leadership.
* Ability to multi-task and demonstrate organizational skills.
* Awareness of safety concerns and risk management.
* Ability to provide positive customer service, conflict resolution, problem solving skills.
* Awareness of and appreciation for individual uniqueness and diversity.
* Excellent oral and written communication skills.
* Experience with Microsoft Outlook (use of calendars), Word, Excel, Access, Powerpoint and Publisher.

Education: Must be a current system student.

Certifications: Basic Life Support (BLS) for Healthcare Provider (CPR/AED), First Aid, and Blood Borne Pathogens certifications will be required before employment begins.

Period of Employment: One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by the area leadership team). 15-20 hours per week. This position works early mornings, evenings, and weekends.

Compensation: Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed.