The purpose of this position is to plan, organize and manage the total recreation program for the EWU Recreation Center. A major segment of the recreation program includes work in the University Ice Rink and the supporting activities to include operation of a resale area, skate rental shop, skate maintenance, ice rink maintenance to include operation of the Zamboni for ice maintenance. The position will also be cross-trained to assist in other areas of the university recreation facilities

**Key Responsibilities:**

Develops a schedule of recreational activities to meet the needs of the university community.

Trains, supervises and coordinates employees in the recreation program.

Plans organizes and directs recreation programs such as ice skating lessons, public skating events, broom ball, hockey lessons, skate fitness etc…

Assists or contacts community/university resources when planning for special events.

Prepares oral and written progress reports, maintains financial records of operations. Submits drafts of policies and procedures for approval and implementation.

Submits annual budget to Director of University Recreation Facilities.

Supervises and coordinates volunteer help for various programs.

Initiates requisitions and distributes necessary material and supplies to support the recreation program.

Maintains university ice rink for use as an ice sport venue or for other programs during non-ice periods.

Operates a Zamboni ice re-surfacer.

Ensures Ice Making plant is operating at peak efficiency, coordinating with in-house resources for maintenance and repair.
Maintains schedule of gymnasium space and coordinates with Fitness center and Intramural office to maximize student use, for volleyball, basketball, group exercise and other activity.

Performs other related duties as assigned.

**Knowledge and Abilities:**

Knowledge of: the field of Recreation, knowledge of Ice Skating operations a plus, knowledge of principals and techniques of group and individual recreation, techniques of making oral and written reports; training techniques.

Ability to: plan, organize, and lead a recreation program or direct part of a recreation program; adapt recreation policies, methods and techniques to specific operational situations; supervise and train others; establish and maintain effective working relationships with employees; establish and maintain effective records and reporting systems.

**Desirable Qualifications:**

A bachelor’s degree involving major study in either recreation or therapeutic recreation (b) music, drama, or physical education, or (c) psychology, sociology, or education with a minor in recreation, physical education, music or drama and two years of paid, professional recreation experience

OR

One year of experience as a Recreation and Athletics Specialist 2