CHESTER CAMPUS

Job Posting No. SS-24-2012

Band 04 - $14.00 to $18.00

Recreation Coordinator, Wellness Center

Part-time: 20 hours per week

RESPONSIBILITIES:
Assist in the development, coordination, supervision and administration of all Wellness Center campus recreational programs (intramurals and extramurals) under the supervision of the Wellness Center Director/Assistant Director.

Some of the duties include
• Oversee and ensure safe and fair play of all recreational activities; be present during most regular scheduled intramural competitions and all playoff competitions; intervene to mitigate conflicts/altercations; execute timely competition start and end times; supervise appropriate use and storage of all equipment and provide appropriate game day set-ups and field/space.
• Organize, update and/or devise official rules of play for intramurals as governed by the National Intramural-Recreation Sports Association (NIRSA) and facilitate each sport’s referee and team captain meetings and trainings; collaborate with the club sport executive boards to maintain compliance with each sport’s governing body/league rules and regulations.

QUALIFICATIONS:
Required qualifications include an Associate’s degree and 1-3 years experience in a recreational role or sport management capacity or an equivalent combination of education and experience; mastery of basic level in Word, Excel, PowerPoint, and internet search software; excellent communication skills (i.e. grammar, vocabulary) to be applied to telephone communications and to written communications such as email, letters, memos, etc.; and familiarity with tournament styles (brackets/round robins) and creation of game schedules. Candidate must execute strong leadership capabilities and effective interpersonal skills

Preference will be given to candidates who have experience with desktop publishing or knowledge of software capable of creating calendars, schedules and flyers; and/or experience with photography and photo editing.

Completed application packets must include an application, cover letter, resume and contact information for three professional references. Downloadable applications can be found on our website at http://www.widener.edu/about/widener_leadership/administrative/hr/careers.aspx under Support Staff Positions. Complete application packets can be mailed directly to the Office of Human Resources at Widener University, One University Place, Chester, PA 19013, emailed to kwong@widener.edu or dropped off in person Monday through Friday between the hours of 9am and 5pm.

Widener is a metropolitan university that connects curricula to social issues through civic engagement. Dynamic teaching, active scholarship, personal attention, and experiential learning are key components of the Widener experience. The university’s robust diversity agenda embodies the values of access, inclusion, academic excellence, innovation, and leadership.

EOE M/F/V/D