Job Title: Coordinator, Recreation Center Operations

BCAT Code: 09JX26
Pay Grade: G15  FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

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 interview.
- Hires, trains, evaluates, supervises, and terminates student assistants selected to work in the Center.
- Manages the locker room assignments.
- Coordinates the upkeep of the locker room and the lockers.
- Designs and delivers training to all new student staff regarding policies, practices and procedures of the Center.
- Monitors the equipment use.
- Communicates and collaborates with fellow staff members on special event reservations, set-up, and take down needs.
- Assists in the development and review of the Center policies and procedure.
- Maintains records and file forms for all accidents and incidents that occur.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, and database software.
- Effective time management and organizational skills.
- Ability to work independently.
- Ability to supervise a large staff of 30 people.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree in Recreation, Sports Management or a related field and three years of related experience; or a combination of education and related experience.