Job Family: Sports and Recreation

Job Summary: Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user/customer needs.

Job Function: Recreation

Category: Professional

Job Level
- Entry
- Intermediate
- Experienced
- Advanced
- Expert

Job Title
- Rec Program Leader 2
- Rec Program Leader 3
- Rec Program Leader 4

Job Code
- 4402
- 4401
- 4400

Tracking Code
- A1868
- A1869
- A1870

Per. Program
- PSS

FLSA
- Non-Exempt
- Exempt

Generic Scope
- Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.
- Professional who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.
- Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.
- Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.
- Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. Directs programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

Custom Scope
- Specialized and skilled leader for a non-credited recreational or sports program. Creates and implements recreational programs for participants of all ages and may serve as a lead or mentor for other program instructors and may be required to provide instruction. Program leaders at this level are required to demonstrate considerable discretion, initiative and independence to resolve issues and perform other duties as assigned.
- Experienced leader for a non-credited recreational or sports program. Designs, creates, implements and instructs recreational programs for participants of all ages. Required to demonstrate considerable discretion, initiative and independence to resolve issues and perform other duties as assigned.
- Advanced leader for large, complex and diverse non-credited recreational or sports program(s), including responsibility for programmatic and budget oversight and planning. Regularly works on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results. Typically leads or supervises other staff or students.

Key Resp 01
- Plans, organizes and implements recreational programs.
- Designs, plans, organizes and conducts complex recreational activity classes and/or workshop programs for program participants, individually or in groups.
- Develops, schedules and makes programmatic and budget recommendations for highly diverse and complex programs and events. Performs short and long term planning.
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<table>
<thead>
<tr>
<th>Key Resp 02</th>
<th>keeps current on instructional methods, techniques and skills through continuing education.</th>
<th>keeps current on methods of instruction, techniques and skills through continuing education and peer review programs.</th>
<th>Coordinates a variety of social, cultural, recreational and physical activities that are offered on a short-term or intermittent basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Resp 03</td>
<td>schedules use of recreational facilities and advises and assists individuals and groups with problems related to scheduled recreational activities.</td>
<td>utilizes and may provide guidance and instruction to other program instructors on best practices, procedures, methods and techniques on program activities.</td>
<td>proposes updates / revisions to standard operating procedures and guidelines. Conducts periodic reviews of historical and statistical records and standings.</td>
</tr>
<tr>
<td>Key Resp 04</td>
<td>may be assigned responsibility for leading groups of participants in a variety of social, cultural, recreational and physical activities.</td>
<td>maintains a supportive environment for program participants and facilitates involvement.</td>
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<tr>
<td>Key Resp 05</td>
<td>oversees inventory, storage, budget and maintenance of sports and recreational equipment.</td>
<td>oversees inventory, storage, and maintenance of sports and recreational equipment, including items of significant value. Interacts with program participants in a positive manner.</td>
<td>has overall responsibility for equipment, facilities and budget for a large operational program. Coordinates all facility usage.</td>
</tr>
<tr>
<td>Key Resp 06</td>
<td>participates in required professional development activities.</td>
<td>participates in required professional development activities appropriate for an experienced professional in their field of expertise.</td>
<td>selects, supervises and evaluates student employees, student officials and referees. Assists in development and implementation of comprehensive student employee training program.</td>
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<tr>
<td>Key Resp 07</td>
<td>implements program policies and procedures.</td>
<td>enforces program policies and procedures.</td>
<td>enforces program policies and procedures. Conducts ongoing evaluation of recreational programs to ensure compliance with university and program objectives.</td>
</tr>
<tr>
<td>Key Resp 08</td>
<td>assists with appropriate public relations and promotional programs.</td>
<td>provides strong assistance with appropriate public relations and promotional programs.</td>
<td>coordinates professional and student staff to develop and implement publicity and promotional programs. Supports design, maintenance and ongoing use of comprehensive website for all program participants.</td>
</tr>
<tr>
<td>Key Resp 09</td>
<td>reports safety issues to appropriate personnel and recommends improvements.</td>
<td>reports safety issues to appropriate personnel, recommends improvements.</td>
<td>researches, develops and implements activity-specific risk management.</td>
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### Job Level

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#### Key Resp 10
- Maintains files, records and prepares reports as necessary.
- Maintains files, records and prepares reports as necessary on all matters, including non-routine matters.
- As the department’s technical leader, regularly provides guidance to others regarding the program’s specifics, events and/or activities.

#### Key Resp 11
- Ensures compliance with assigned budget.

#### Key Resp 12
- Maintains files, records and prepares reports as necessary.

#### Key Resp 13
- Maintains files, records and prepares reports as necessary on all matters, including non-routine matters.

#### Key Resp 14
- As the department’s technical leader, regularly provides guidance to others regarding the program’s specifics, events and/or activities.

#### Key Resp 15
- Maintains files, records and prepares reports as necessary.

### Education

| Education 1 | High school diploma or equivalent certification preferred.
| Education 2 | Bachelor’s degree in related area and/or equivalent experience/training.
| Education 3 | Bachelor’s degree in related area and/or equivalent experience/training.
| Education 4 | Bachelor’s degree in related area and/or equivalent experience/training.

### License

| License 1 | Certification to instruct in the applicable recreational sports program or equivalent experience preferred.
| License 2 | Red Cross CPR required.
| License 3 | Red Cross CPR required.
| License 4 | Red Cross CPR required.

### Cert

| Cert 1 | Certification to instruct in the applicable recreational sports program or equivalent experience preferred.
| Cert 2 | Red Cross CPR preferred.
| Cert 3 | Standard First Aid Training Certification required.
| Cert 4 | Standard First Aid Training Certification required.

### Spec Cond

| Spec Cond 1 | Ability to successfully pass FBI and DOJ Criminal Check.
| Spec Cond 2 | Ability to successfully pass FBI and DOJ Criminal Check.
| Spec Cond 3 | Ability to successfully pass FBI and DOJ Criminal Check.
| Spec Cond 4 | Ability to successfully pass FBI and DOJ Criminal Check.

Last Revised: 12 December 2016
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### KSA 01
Client service minded, entrepreneurial spirit and creative thinking skills to resolve issues.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 02
Highly effective verbal and written communication skills in the English language.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 03
Proficiency in the use of basic computer applications relevant to job duties.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 04
Knowledge of campus policies and procedures.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 05
Specialized knowledge of program activity and industry best practices.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 06
Service orientation, program management, sound judgment and decision-making, critical thinking, development of original ideas, and creative problem solving skills.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 07
Leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 08
Ability to work in youth camps, fitness and outdoor programs.
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 09

### KSA 10

### KSA 11

### KSA 12

### KSA 13

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<td>KSA 15</td>
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<td>Environment</td>
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