



## Position Description

<b>Position:</b> Physical Education Activities Supervisor	<b>Position Number:</b> 480601
<b>Department:</b> Physical Education	<b>FLSA:</b> Exempt
<b>Reports to:</b> Dean of Physical Education	<b>Salary Range:</b> 7

### Summary

Under the general direction of the dean of physical education, the position of physical education activities supervisor is responsible for the operations of facilities within the physical education department, and is responsible for scheduling and monitoring activities within the physical education department, including outside rentals and supervising student employees working inside the department.

### Essential Duties and Responsibilities

- Prepare all venues for classes and outside groups including rentals.
- Facilitate all repairs and monitor upkeep by daily contact with the appropriate departments.
- Hire, train student employees, set work schedules, evaluate work, and submit appropriate paperwork to generate pay for student workers.
- Liaison with the facilities department regarding needs of group using the physical education facilities and schedule staff to work those events.
- Work as physical education liaison with the maintenance department to supervise all outside hire services. This includes pool service and subcontractors hired to maintain and repair all aspects of the mechanical operation in the Aquatics Center.
- Maintain campus-wide Yahoo events calendar and keep current physical education schedule book updated with facility usage.
- Maintain and monitor budget for student work funds.
- Assist dean of physical education with equipment purchases for physical education/athletics.
- Secure physical education area buildings when not in use.
- Maintain the daily physical operations of the Aquatics Center.
- Perform related duties as assigned.

### Qualifications

#### **Knowledge, Skills and Abilities**

- Knowledge of use of computer hardware and software appropriate for duties.
- Knowledge of physical education programs and activities.
- Technical level knowledge of pool operations.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.



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- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

### **Physical Abilities**

- Incumbent is required to perform work of an active nature, requiring sufficient physical stamina to carry out duties.
- Requires use of well-developed hand eye coordination for precise motions and use of small instruments.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time.
- Requires visual acuity to observe moving objects and recognize physical injuries.
- Requires auditory ability to project voice to a small group. Some seated activities at computer require ability to sit and use keyboard for moderate periods of time.

### **Education and Experience**

- Possession of a bachelor's degree and five years related experience.

### **Licenses and Certificates**

- May require a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.