Bowling Green State University is a tier-one, top 100 public university serving 19,000 students on two campuses in northwest Ohio. The University has nationally recognized programs and research in the natural and social sciences, education, arts, business, health and wellness, humanities and applied technologies. BGSU seeks talented individuals to join our community in Bowling Green, Ohio, recognized as one of the “Best College Towns of America.

Position Announcement
Coordinator, Competitive Sports and Youth & Family Activities

Summary:
This position is responsible for providing the BGSU community with leadership of competitive Intramural and Extramural Sports programming, with the primary focus on the engagement of our student body in campus life as a means of building connections and ultimately assisting in the area of retention management on campus. Student and staff development opportunities are provided through employment and volunteer experiences.

Coordinate Youth and Family activities and provide leadership and quality year round programming for youth, ages 5 -12. The anticipated start date for this position is August 15, 2016.

Essential Duties, Tasks and Responsibilities:
- Facilitate and manage the daily operations of the Intramural (IM) and Sport Club (SC) programs (aka competitive sports), including all facility, staff hiring and training, payroll, fees, data and statistical collection, risk management, discipline and policy implementation and enforcement.
- Secure indoor and outdoor Recreation and Wellness facility sites for IM/SC events. Load all events into facility/event management software.
- Responsible for the selection, scheduling, supervision, management, and evaluation of Intramural Sports student employees – namely IM officials, managers, and student supervisors. Directly supervises GA and two student supervisors.
- Supervise evening and weekend IM/SC activities according to standardized department and campus standards.
- Youth and Family Program Development and Management: Create, recommend, and implement a comprehensive Youth & Family program plan which considers space utilization, equipment needs, budget regulation, safety and emergency procedures, and quality standards. Plan, implement, supervise, and evaluate Youth & Family programs: Summer Day Camp, School’s Out Camp, Spring Break Camp, and Parent’s Night Out. Regularly review and evaluate the effectiveness of all Youth & Family programs.
- Youth and Family Staff Training and Policy Development/Management: Recruit, train, supervise, and evaluate Youth & Family program staff (Youth & Family Graduate Assistant, Birthday Party Coordinator, Birthday Party Hosts/Hostesses, Summer Camp Counselors and Instructors) while maintaining an environment that encourages professional development and personal growth.
- Youth and Family Compliance Standards: Monitor and enforce State of Ohio Job &
Family summer day camp compliance issues.

- Youth and Family Budget Management: Monitor student employee, instructional, and equipment lines of the Youth & Family budget.
- Serve on a variety of University committees, assist in the conduct of various Student Affairs programs, serve as a resource aid and counselor for Recreation and Wellness student employees, especially those employed in the intramural, youth & family areas.

Knowledge, Skills or Abilities:

- Organizational skills
- Oral and written communication skills
- Positive human relation skills in a Student Affairs setting
- Fiscal management knowledge
- Student leadership and development knowledge
- Knowledge of computer software, preferably specific to managing recreational sports programs and events, in addition to Word and Excel
- State of Ohio Jobs and Family compliance and code issues
- Customer service skills
- Conflict management and resolution skills
- Knowledge of facility and risk management
- Knowledge of concussion protocol and appropriate response
- Knowledge of intramural and sport club organizations
- Knowledge of philosophies and purposes for IM/SC activities in a university setting
- Program development and administration
- Student leadership and development knowledge
- Knowledge of various intramural and sport club sport rules and regulations and safety practices
- Ability to design and implement youth and family programming

Minimum of a Bachelor’s degree required, preferably in Physical Education, Recreation, Recreation Administration, Sports Administration, or a related field. Also required, six to twelve months experience in customer service and/or program/event planning; Must have and maintain a valid driver’s license and be insurable under the University’s insurance. Must have CPR for the Professional Rescuer with AED.

Preferred experience:

Past experience in Club Sports, Intramural sports, and Youth & Family program coordination with experience in recruitment, training, and evaluation of staff.

Salary

Salary is commensurate with education and experience. Administrative pay grade 352. Full benefits package available.

This is a full time, 217/Day, Administrative Staff position. For a complete job description & instructions on how to apply for this position visit https://bgsu.hiretouch.com/ or contact the Office of Human Resources. BGSU. AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.