

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Director of Health and Recreation Center**

**Department: Hospitality Services**

**Position Code: F0316**

**Date Prepared: 7/8/14**

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

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### **JOB SUMMARY:**

Under the supervision of the Vice President for Hospitality Services, the Director of Health and Recreation is responsible for the facilities, leadership and the administration of programs in the Recreation Center, Boyce Basketball, and Clinic.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Administer the budget, staff and programs for achieving departmental goals for the Health and Recreation Center and Boyce Athletics
- Direct and provide leadership to the supervisor of the Seminary Health Clinic
- Provide leadership in designing, developing and promoting a comprehensive health and recreation program for the seminary community, including maintaining a central calendar of activities and facilities usage
- Provide leadership for the development of seminary social events focused on community building (i.e. March Madness event, Spring Picnic, etc.)
- Offer workshops, conferences, intramural activities, special events and routine programs that enhance the health and fitness of individuals, families and groups
- Provide the training, scheduling, evaluation, support and supervision for all staff
- Supervise and monitor the maintenance of the facilities and its equipment, documenting the use, determining the needs, and securing necessary repairs
- Supervise and monitor all safety issues related to maintaining legal compliance in the Health and Recreation facilities
- Maintain all the appropriate instructional and professional certifications, and keep current with research in related fields
- Supervise two student associates and part-time programming coordinators along with one full-time secretary
- Fulfill other duties as assigned by the Vice President for Hospitality Services.

### **EDUCATION:**

The person in this position should have a Bachelors or Masters degree in Sports Science, Exercise Science, or Business Administration.

**EXPERIENCE:**

The person in this position should have experience in facility management and program development.

**SUPERVISION:**

The person in this position will supervise two student associates, programming coordinators, and an administrative assistant.

The person in this position will report to the Vice President for Hospitality Services.

**WORK ENVIRONMENT:**

The person in this position will work in an office or outdoors regardless of the weather. Other physical demands include: typically sitting at a desk or table; intermittently sitting, standing or stooping; typically standing or walking; lifting light objects (less than 25 pounds); lifting heavy objects (more than 25 pounds); work is performed in a noisy place; requires exposure to machinery and its moving parts; exposure to fumes, chemicals and/or toxic substances; and being in high places or working with dangerous machinery and sharp tools.