



Title: Wellness & Intramural Sports Coordinator

Job ID: 232450710101

Campus: Uvalde

Closing Date: September 5, 2024, or Until Filled

Job Duties: The Coordinator for Wellness and Intramural Sports will be a Student Affairs professional responsible for overseeing student, faculty/staff wellness and intramural sports activities and programs. The Coordinator for Wellness & Intramural Sports will primarily program and supervise the Fitness Center, Swim Center and Intramural Sports. These areas address the needs of the student body, faculty, staff, administrators, and community patrons. The position oversees work-study students, lifeguards, and community scheduling. This person must be able to work well with students, faculty, and staff individually and in teams to better promote healthy lifestyles and competitive interaction with others. This person must be able to enforce published policies and regulations.

Primary duties include supervision of the gymnasium and swimming pool facility during general hours of operation. Effectively manage all facets of the gymnasium and swimming pool area, including customer satisfaction; recruitment and selection of gymnasium attendants and life guards; proper training of the student work-study staff; responding to employee and patron issues; managing facility cleanliness and other established requirements requested by the Department Administration. The ability to communicate effectively with students and college personnel is essential.

Fundamental Job Duties

Intramural Sports Develop schedules for intramural sports. Prepare rules and policies for teams and individuals. Schedule games and prepare tournament brackets. Train and supervise student supervisors. Oversee training of student referees and student workers. Supervise intramural games. assist with purchase, inventory, and maintenance of proper equipment. Address conduct violations as they arise.

Fitness/Swim/Wellness Center Supervise everyday operations, including scheduling of Fitness Center staff. Development of procedures/policies to ensure equipment is not misused, is kept clean, and repaired in a timely manner. Train Fitness Center student workers in safety procedures and proper operation of equipment. Schedule Group Fitness Classes.

Program Development Co-coordinate campus-wide Health & Wellness activities promoting healthy lifestyles. Maintain and oversee Wellness programs for Faculty/Staff/Administrators. Develop and co-sponsor programs around a balanced student Wellness by developing partnerships with SWTX groups, such as religious life, health services, student activities, athletics, and other departments across campus.

Administrative

- The coordinator is a member of the Student Affairs professional staff and works to develop opportunities for students' personal growth and effective department operations.
- The coordinator will be required to work some evenings and some weekends for Intramurals and other Wellness events.
- Assist with inter-departmental projects.
- Participate in Institutional and departmental committee work and projects, providing leadership when appropriate.
- Assist with the coordination of student awards ceremonies.



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- Assist in monitoring operations of budgets for each area mentioned above.
- Promote enjoyment, competition, and fellowship in Intramurals.

Classification: Full-time, Non-Exempt

Department: Physical Education

Salary: Professional Schedule Group I; 12-month position

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's Degree or equivalent in applicable field preferred.

Experience & Training: At least two years of experience in supervision of health, wellness, physical education, recreational sports or related field preferred. Candidate must be knowledgeable in Gymnasium and Swimming Pool safety.

Additional Qualification Requirements: CPR/First Aid Certified preferred. Lifeguard Certification preferred. Computer literate. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with diverse populations. Be available to work nights and weekends. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the physical and drug screen specified for the position. Travel may be required to other locations served by the college. Must have a valid Driver's License and be insurable through SWTX insurers.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. Submit the following required documents: (1. Letter of intent, (2. SWTX Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTX.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, including gender, gender identity, pregnancy and sexual orientation, age, disability or genetic information, and veteran status. **An Affirmative Action/Equal Opportunity Institution**