



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Part-Time Recreation Coordinator

The Harris-Stowe State University Receptions Coordinator will report to the Athletic Operations Director. The coordinator will be responsible for developing, organizing, and implementing intramural sports, activities, and events. Additionally, this position will provide support for camps and other special events throughout the summer.

The Coordinator will provide sports in a safe environment; create a setting that fosters community, promotes physical fitness, healthy habits, and assist in improving the overall social, mental, and physical well-being of participants.

Responsibilities

- Administrate & lead a comprehensive Intramural Program, including budgeting, organization, administration, and promotion.
- Design, improve and implement programs to meet the diverse needs of the student body, including summer programs.
- Lead and develop official trainings, sports scheduling, game supervision, and the hiring and evaluation of student officials and workers.
- Assist in managing Department of Intercollegiate Athletics facilities
- Assist in strategic planning and assessment including establishing learning outcomes for student participants and employees within program area.

Job Requirements

Interested applicants must be prepared to work 25 – 35 hours per week and have organization and administration experience working with intramural and sports programming. The eligible candidate should be eligible to hold valid First Aid and CPR certifications. All interested applicants must be willing to work in a fast paced team environment and have strong communication and leadership skills such as motivation, enthusiasm, and attention to detail.

Only complete application packets will be accepted.

Applicants should submit a cover letter summarizing their qualifications and experiences, resume, university employment application and unofficial transcripts to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue**

St. Louis, MO 63103

FAX: 314-340-3395

Applications may be downloaded from our web site www.hssu.edu

“Please No Phone Calls”

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER