

UConn Recreation | Assistant Program Director, Operations & Facilities

Search #: 496388

Work type: Full-time

Location: Storrs Campus

Categories: Student Programs and Services

JOB SUMMARY

Under the general supervision of the Associate Director of Operations and Facilities, the Assistant Program Director of Operations & Facilities, is responsible for the daily administrative and operational management of the Student Recreation Center and satellite recreational facilities. This position implements a wide variety of day-to-day responsibilities designed to ensure operational performance and provide quality service to members of the Student Recreation Center. Weekend and evening work is required. 2nd shift work is required.

The Division of Student Affairs is committed to diversity, equity, and inclusion; competence in working with culturally and ethnically diverse populations; and awareness of how issues of difference, power, and privilege manifest in higher education environments. The ideal candidate promotes equity and inclusion by demonstrating and supporting an understanding, sensitivity, and appreciation for social justice, cultural humility, and inclusiveness.

DUTIES AND RESPONSIBILITIES

Facility Management

1. Responsible for the primary day-to-day management of the Student Recreation Center ensuring facility policy, maintenance, emergency response, and customer service outcomes are met
2. Serve as Project Manager for assigned facility improvements
3. Provide unit leadership for operational and logistical support of department programming and member services
4. Direct facility and equipment maintenance with internal and external constituents including external work order management and tracking
5. Conduct daily facility inspections focused on promoting custodial, maintenance, and safety outcomes
6. Meet regularly, or as required, with internal and external partners to coordinate operational performance outcomes
7. Collaborate with internal and external constituents on facility usage and reservation
8. Provide operational leadership support for events hosted by UConn Recreation
9. Ensure compliance with risk management policy and procedure for all facility activities and provide timely and accurate risk management and maintenance reporting
10. Maintain accurate and accessible records related to all facility operations
11. Oversee and ensure accuracy of required unit sales and rentals
12. Coordinate with Marketing unit on facility signage ensuring department branding and appearance standards
13. Develop and expand professional knowledge of facility and maintenance operations to ensure quality and meet the needs of the UConn community

Personnel Management

1. Serve as unit lead with training of operations student employees and provide leadership for the unit during the annual performance review period
2. Plan and implement ongoing development opportunities for unit employees
3. Develop employee schedule with Human Resources and ensure timely payroll verification

4. Provide training for new professional staff on general building operations and actively coach unit employees in the performance of their daily responsibilities
5. Work in collaboration with Recreation Human Resources unit to hire student personnel, maintain appropriate staffing levels, and manage student employee discipline
6. Ensures the training and certification compliance of unit student personnel
7. Promote and maintain high-quality performance standards for facility operations student personnel

Planning & Assessment

1. Collaborate with Associate Director on the annual review of unit staff training materials
2. Conduct annual review and update department Emergency Response Plans
3. Assist in the development of the annual unit budget
4. Recommend operational policy, procedure, and program changes based on continuing needs assessment
5. Conduct annual inventory of all facilities equipment and operational resources
6. Provide timely and accurate reporting of recreation facility participant usage data
7. Serve as a member of the department Student Employee Development Committee

Additional Duties

1. Responsible for coordinating and conducting department emergency response drills
2. Drive department vehicles in support of satellite operations including implementation and supervision of scheduled special events
3. Instruct CPR/First Aid/AED classes for student employees and the UConn Community
4. Serve on department or University assigned committees
5. Additional duties as requested by supervisor or departmental leadership

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field
2. Five (5) years of documented professional experience. One (1) year of experience must be serving as an advanced team member
3. Current Adult CPR/AED Certification or ability to acquire within six (6) months of hire
4. Valid driver's license and ability to acquire Connecticut Passenger "A" endorsement or equivalent
5. Demonstrated understanding of, stated commitment to, and/or experience working with diverse populations
6. Demonstrated strong interpersonal skills necessary for effective work relationships

PREFERRED QUALIFICATIONS

1. Demonstrated experience coordinating program logistics and implementation
2. Demonstrated experience working directly with custodial and maintenance staff
3. Previous experience training and supervising employees
4. Demonstrated experience facilitating employee development and training
5. Proficient with software applications related to department operations (e.g., Fusion, Connect2Concepts, SubltUp)
6. Demonstrated organizational skills necessary to independently manage multiple projects
7. First-Aid/CPR/AED Instructor Certification
8. Certified Pool Operator or ability to obtain within 6 months of hire

APPOINTMENT TERMS

This is a full-time permanent, 12-month position, including nights, weekends, and 2nd shift work with a full range of state health and retirement benefits.

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #496388 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on June 9, 2022.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.