



# **INSTITUTE OF AMERICAN INDIAN ARTS**

## **JOB DESCRIPTION**

**TITLE:** RECREATION ASSISTANT  
**DEPARTMENT:** CENTER FOR STUDENT LIFE (CSL)  
**CLASSIFICATION:** NON-EXEMPT, (FULL TIME/9 MONTH)  
**REPORTS TO:** ACTIVITIES COORDINATOR  
**SUPERVISES:** NONE

### **SUMMARY OF RESPONSIBILITIES**

Under the direction and supervision of the Student Activities Coordinator. Planning, coordination and implementation of student intramural and extramural sports activities, and provides reliable and safe transportation for student activities and events. Supports the missions of the Institute and serves on institutional committees as assigned.

### **ESSENTIAL POSITION FUNCTIONS**

- Plan and implement an intramural and extramural sports program.
- Implement other planned student activities, including art and cultural activities.
- Maintain a Check-out/in log for sports and recreation equipment.
- Design and post activity sign-up sheets.
- Maintain the sports and recreation equipment in a clean and good working condition.
- Submit work orders to repair equipment to supervisor.
- Type a monthly activity schedule, copy and distribute on campus.
- Collect and submit activity/recreation receipts to financial services.
- Provide safe and reliable transportation for student activities and events.
- Provide assistance with the annual Spring Pow-wow.
- Adaptability to a changing work schedule.
- Maintain courteous and respectful relationship with students.
- Other duties as assigned.

### **REQUIRED EXPERIENCE AND EDUCATION**

Associates Degree or two years of college experience in recreation or physical education, or equivalent experience. Proven safe driving record.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate job related problems to appropriate supervisors.
- Ability to follow directives.
- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in meetings as required. Refrain from engaging in rumors.
- Must have a pleasant, courteous, and professional attitude and presence.

- Ability to work with moderate supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.
- Knowledge of word processing and computer capabilities.

**WORKING CONDITIONS**

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

HR MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

REVISED 3/07