

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: ATHLETICS & RECREATION

### Level B, Pay Grade 8

<b>LEVEL DEFINITION</b>	This level covers positions responsible for coordinating and administering an athletic or recreation program and/or a defined scope area as it relates to its level of responsibility and partnerships.
<b>TYPICAL RESPONSIBILITIES</b>	May include: coordination and administration of an athletic or recreation program including program development, budget preparation and schedule planning; managing external relations with the business community and alumni groups; leading the development and implementation of a coaching/recreation program; recruiting and supervising coaches and/or staff; assisting with the development of athletic therapy, drug education and academic advising programs; managing student athlete awards programs; assisting with the evaluation of programs; and providing leadership to program promotions.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding an athletic or recreation program development, schedules, budgets, staffing allocations and resource allocations.
<b>SUPERVISION RECEIVED</b>	Works independently within general guidelines and policies. Work is reviewed in terms of achievement of defined objectives.
<b>SUPERVISION EXERCISED</b>	Manages staff, students or volunteers and is responsible for hiring, disciplining, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.