
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment Email: jobline@evergreen.edu
Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2009-030MSM

Opens: November 6, 2009

Review of applications begins: November 23, 2009

After the review of applications begins, this position may close without further notice.

DIRECTOR OF RECREATION AND ATHLETICS

SPECIAL NOTE

There is currently one full-time Director of Recreation and Athletics staff position on the Olympia campus of the Evergreen State College. This position is a professional "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs and several public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog on our website: <http://www.evergreen.edu>.

POSITION PURPOSE

Provide vision, leadership, management, and supervision for the ongoing development and articulation of the role of recreation and athletics as a part of a liberal arts education.

NATURE AND SCOPE

This unique position combines providing a wide range of recreation programs and leisure activities for roughly 5,000 students, faculty, and staff at the college, while simultaneously ensuring a high quality athletic program that serves the community and student athletes, through seven intercollegiate athletic teams. The Campus Recreation Center, fields, and recreation pavilion house the combined recreation, athletic, and leisure education programs while simultaneously providing excellent community use venues. The Director of Athletics and Recreation will manage the staff, facilities, budget, and resources of the combined recreation and athletic programs to meet the mental, physical, and social needs of a diverse student body; ensure marketing, communication, and fiscal responsibilities are sustaining of the culture of Evergreen, sportsmanship, and wellness; collaboratively connect internally with student administrative offices and externally with the media, donors, community members and potential users. Fiscal responsibilities include oversight of a multi-source budget and fund development. The position requires extensive internal and external communication. Frequent evening and weekend work is required. This position reports to the Vice President of Student Affairs and directly supervises 6 full time staff and 2 part-time staff. Departmental staff includes part-time staff, coaches, student employees, and volunteers.

MINIMUM QUALIFICATIONS

- A bachelors degree with a masters degree preferred from an accredited institution in recreation, athletic administration, leisure studies, business, student services, education or a closely related field
- Demonstrated leadership experience in recreation and athletics of a progressively responsible nature, including supervisory experience
- Demonstrated fiscal management and fund raising experience
- Excellent communication and organizational skills
- A commitment to equity and diversity and an appreciation for a liberal arts education

COMPENSATION

- Experience and training may be considered in salary placement;
- Salary range is \$5,179 to \$5,956 per month of full-time work;
- A full benefits package which includes: 12 days of sick and 24 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>;
- After six months of employment, employees are eligible for the statewide tuition waiver program.

ESSENTIAL FUNCTIONS

- Oversee the cooperative planning and operation of the following programs for students in order to enrich students engaged in a liberal arts education. Recreation and athletics activities including but not limited to:
 - Recreation Program Management including:
 - Provision of space and equipment for a variety of informal leisure-time activities including sports, fitness, aquatics, outdoor pursuits, dance, etc.
 - Facilitation of formal intramural sports programs and club sports that are not associated with intercollegiate athletics, such as crew and ultimate Frisbee
 - Intercollegiate Athletics:
 - Provision for competitive intercollegiate programs including hiring and supervision of coaches, rule and policy compliance, record keeping
 - Provision for health, safety, and academic support for student athletes via sports medicine services, wellness education, and academic support
 - Leisure Education and Non-Credit Instructional Program Development:
 - Provision for instructional classes in aquatics, sports, outdoor pursuits, fitness, and personal enrichment including oversight of the budget and creative promotion of the offerings
 - Provision for special events including camps, clinics, and workshops
 - Provision for ongoing outdoor offerings including oversight, promotion, and risk reduction
- Responsible for the supervision and hiring of all professional staff through approved college policies. Day-to-day direct supervision of professional staff including establishment of departmental priorities, annual evaluations and performance development plans. Provide a plan for the supervision of part-time, seasonal, student staff and volunteers. Engage in providing support to professional staff so that student staff are mentored and supported in their development. Conduct meetings with the staff as a group and individually as needed.
- Manage a fiscally responsible complex multi-source budget. Work with the departmental staff, Student Services and Activities Fee Allocation Board, and the college budget and finance staff to develop and monitor all budgets affecting recreation and athletics including general funds, student fees, community fees, and fundraising. Provide on-going reporting in cooperation with the Chief Financial Officer for the Division of Student Affairs. Budget management includes: purchasing of goods and services, contract negotiations, payroll approval, and fee and policy development as well as record keeping.
- Oversee the effective, equitable, and safe operation of the recreation and athletic facilities. Ensure the Campus Recreation Center, fields, courts, and other facilities meet the intercollegiate, recreation, and campus community wellness needs. This includes strategic planning for renovation, construction, and purchase of new equipment. Work closely with colleagues from Finance and Administration (Campus Facilities, Space Scheduling, Conference Services), Geoduck Student Union and Student Activities, and Residential and Dining Services.
- Provide for the marketing and promotion of the recreation, athletics and leisure education program. Work closely with College Advancement including College Relations, Alumni Relations, and Development, as well as, Admissions, Conference Services, and other campus and community entities, to promote The Evergreen State College through athletics and recreation offerings by collaboratively providing a strong marketing program for the department, individual teams, and special events. Be available to the media and service organizations to promote recreation and athletics. Link closely to community organizations to provide a public face for Evergreen athletics.
- Provide strong leadership for development and fund raising for the department. Enhance the budget through securing external fund raising, including but not limited to, donor solicitation, conducting camps, clinics, and other events, as well as, booster club development.
- Develop and maintain relationships both internally and externally. Collaborate and support faculty and academic programs that choose to include recreation, leisure, or athletics within the class. Work closely

with the athletic conference and campus offices such as the registrar to ensure compliance with eligibility standards for student athletes. Liaison with Health Services to support wellness initiatives. Serve as an ambassador within the local community. Serve on appropriate campus committees.

- Ensure that policies and procedures to conduct recreation activities, intercollegiate athletics, and leisure education are in place and reviewed on a regular basis in order to protect the integrity of the programs and the welfare of students and facility users.
- Attend all appropriate intercollegiate athletic conference meetings. Represent the college when appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to provide leadership for a comprehensive recreation and athletic program
- Ability to manage a complex multi-source budget
- Ability to manage a complex staff organizational structure
- Excellent public presentation, interpersonal and written communication skills
- Substantive knowledge of recreation, intercollegiate athletics, or related field
- Ability to develop and implement a successful marketing plan
- Ability to develop and implement fundraising campaigns
- Ability to manage a multi-use facility
- Understanding of personnel procedures and requirements
- Ability to develop game and facility schedules in cooperation with coaches and staff
- Ability to establish and evaluate goals for the department
- Ability to serve as primary liaison with conference services and outside entities that rent the facilities
- Ability to supervise all recruitment activities within the intercollegiate athletic program to ensure compliance with conference and national rules
- Ability to oversee the effective maintenance of all recreation and athletic facilities and equipment
- Ability to ensure maintenance of accurate and official records and reports for all functional areas
- Ability to ensure ongoing eligibility of student athletes
- Knowledge of appropriate theory to guide a department serving primarily college students
- Skill in establishing and maintaining effective working relationships with a diverse population of students, faculty, staff, and the public
- Skill in facilitating and modeling a quality customer service orientation
- Ability to be creative in order to lead and manage change in a positive and inclusive manner
- Knowledge of intercollegiate athletics, rules, and regulations
- Effective planning and organizational skills
- Ability to coordinate the development of long-term strategies and facility planning

CONDITIONS OF EMPLOYMENT

- As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work;
- Availability to work evenings and weekends;
- Ability to travel as needed for representation or recruitment;
- Subject to a background check prior to employment.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that thoroughly describes your qualifications and work experience as they directly relate to the **minimum qualifications and position purpose** listed above.
2. A chronological resume (that includes month and year) that details your education, training and professional experience.
3. At least three work-related references (**required**) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (**optional**). See attached forms.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, L3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located on the bulletin board outside of the Human Resource Services Office, Library Building, room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: **DIRECTOR OF ATHLETICS AND RECREATION 2009-030MSM**

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The college's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

