

VERMONT TECH

POSITION ANNOUNCEMENT

May 1, 2017

- Position: Interim SHAPE Facilities Manager/Coordinator of Intramurals
Full-time, Exempt, VSC Grade 11
VSC UP PAT Bargaining Unit, Randolph Center campus
Weekend and evening work required.
- Compensation: Starting salary in low – mid \$30,000 range plus VSC UP benefits package.
- Responsibilities: Manage and oversee the use of College SHAPE Facilities, including gymnasiums, fitness center, racquetball courts, weight room and aquatics are; coordinate College recreation and intramural programs as well as a youth swim lesson program.
- Coordinate the use of all assigned SHAPE facilities, including facility scheduling and staffing, supervising and monitoring of daily operations, planning and coordinating of maintenance and repairs of equipment.
 - Play a key role in overall program and operating policy/procedure planning involving SHAPE facilities.
 - Manage front desk monitors, lifeguards, aerobics instructors, fitness center and weight room personnel and part-time facility supervisors including hiring, training and supervising.
 - Conduct in-service training for student employees, including; familiarity with the facility, emergency procedures to include blood borne pathogen training.
 - Plan, implement, administer, coordinate, monitor and develop a comprehensive intramural program, including operating policies and procedures. Develop and modify programs and operating policies and procedures in accordance with student interests and institutional objectives and resources.
 - Plan, implement, administer, coordinate, monitor and evaluate a comprehensive youth swim lesson program, including operating policies and procedures, Develop and modify programs and operating policies/procedures in accordance with community interests and institutional objectives and resources.
 - Monitor all intramural activities, facilities and equipment on a regular basis ensuring adherence to established operating procedures with a focus on safety.
 - Carry out various on-going planning activities related to

intramural programs including but not limited to: new program design, developing program wide and sports-specific rules and regulations, planning program marketing strategies, development of fall and spring intramural calendars.

- Qualifications: Bachelor's degree in physical education, recreation, athletics administration or other appropriate discipline, Master's preferred; plus two years of relevant higher education athletics experience.
- Broad base of technical knowledge and skills relevant to athletic facilities management.
 - Good general knowledge of college athletics program administration, with coaching, recruiting, intramurals, and/or other relevant experience.
 - Ability to manage and coordinate several activities using good communications, interpersonal, public relations, supervisory and administrative skills.
 - Ability to deal effectively with a wide range of College students and personnel, as well as community facilities users and others outside the college.
 - Appropriate certifications in first aid and CPR, lifeguard and aquatics training.
 - Valid Vermont drivers' license required.

Work Dates: May 22, 2017 – June 30, 2018

Application Deadline: Applications received after the first screening will be considered at the discretion of the college. **Incomplete application materials will not be considered.**

To Apply: Submit a **mandatory** Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with the ADA requirements, we will make reasonable accommodations for the known disability of another wise qualified applicant.