

# POSITION ANNOUNCEMENT

<b>POSITION TITLE</b>	<b>DIRECTOR INTRAMURAL AND RECREATION</b>
<b>TYPE OF VACANCY:</b>	<b>MANAGEMENT</b>
<b>DEPARTMENT:</b>	<b>STUDENT AFFAIRS</b>
<p><b>SUMMARY:</b> The University of The Bahamas is seeking to employ a Director of Intramural and Recreation (DI&amp;R). The individual will be responsible for enforcing policies and procedures in all matters pertaining to UB's Intramural and Recreation. The incumbent will direct, organize, supervise and evaluate all aspects of both the Intramural and Recreation programs.</p> <p>The DI&amp;R is expected to contribute to the retention of students through its programs. Such programs should be designed to capture the interest of all students, particularly those who are interested in non-competitive based activities and are recreational in nature.</p> <p>The individual will be expected to build strong relationships with faculty, staff and students, resulting in programs that are supported by the university community and ultimately contribute to the strengthening of school spirit. Additionally, the Director will be responsible for creating activities that enhance the student experience.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b> The Duties of the Director – Intramural and Recreation include but is not limited to the following:</p> <ul style="list-style-type: none"><li>• Manage the Intramural and Recreation budget;</li><li>• Authorize intramural equipment purchases and repairs;</li><li>• Design and purchase championship medals/ T-shirt awards;</li><li>• Create and maintain Intramural and Recreation operational procedures manual;</li><li>• Promote Intramural and Recreation programs through marketing and advertising;</li><li>• Design, coordinate and schedule Intramural and Recreation programs;</li><li>• Provide significant and high-quality opportunities in a variety of indoor and outdoor intramural activities to satisfy the diverse needs of residential students, faculty and staff;</li><li>• Coordinate team and individual/dual sport activities/tournaments/leagues including fitness challenges for students and faculty/staff;</li><li>• Coordinate Intramural/Extramural activities nationally and regionally;</li><li>• Maintain records relative to participation and equipment inventory;</li><li>• Develop and maintain website for online registration of events, leagues, etc.</li><li>• Attend and supervise Intramural and Recreation events;</li><li>• Referee various games when necessary;</li><li>• Be an active member of National Intramural-Recreational Sports Association (NIRSA);</li><li>• Compile reports of Intramural and Recreation activities.</li></ul>	
<p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"><li>• Higher education leadership and administrative experience.</li><li>• Strong organizational, communication and interpersonal skills.</li><li>• High ethical standards.</li></ul>	

# POSITION ANNOUNCEMENT

## QUALIFICATIONS:

### EDUCATION

- Master's or Bachelor's degree from an accredited university in Recreation, Sports Administration, Exercise Science, Physical Education or related field;
- Certification in First Aid and CPR.

### EXPERIENCE

- Experience in Student Affairs Administration;
- Excellent leadership and managerial skills with evidence in programme development, budget management, evaluation and supervision;
- A minimum of 2 years' experience.

<b>Reports to</b>	<b>Vice President, Student Affairs</b>
<b>Terms</b>	<b>Contractual Appointment</b>
<b>Date Published</b>	<b>June 8, 2017</b>
<b>Application End Date</b>	<b>June 20, 2017</b>
<b>Date to be Removed</b>	<b>June 21, 2017</b>

**MAILING INFORMATION:** Interested applicants should send the following documents to the email address below:

- **Completed UB Employment Application Form with supporting documents (see website);**
- **A cover letter of interest (highlighting work experience and accomplishments relevant to the position);**
- **Current Curriculum Vitae or Résumé;**
- **Copies of Certificates/Qualifications;**
- **Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;**
- **Copy of N.I.B. Card;**
- **Transcripts;**
- **At least three (3) written professional references.**

**EMAIL ADDRESS:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
**Attention:** Vice President, Human Resources  
University of The Bahamas

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director of Intramural and Recreation.*