



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Assistant Director	3/16/2026
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Campus Recreation	Monmouth Campus
Reports to	Position Number
Associate Director	E99891
Incumbent	Reports to Position Number
	E99692

SUMMARY
Please provide brief summary of the position.
<p>This position functions within Campus Recreation. Campus Recreation is one of a multitude of units dedicated to supporting the academic and co-curricular mission of the university.</p> <p>Campus Recreation provides active opportunities to enhance the student experience and cultivate a community of supportive relationships.</p> <p>The Campus Recreation Assistant Director is a full-time professional (12 months) who provides leadership for diverse and dynamic areas. The successful candidate will provide effective leadership, collaborative training, management, and mentoring for professional staff and student programs.</p> <p>Reporting to the Campus Recreation Associate Director, the Assistant Director is responsible for contributing to the Campus Recreation Leadership Team. This position supports the execution of numerous administrative duties of considerable scope and complexity, requiring excellent initiative, judgment, knowledge, and critical thinking for varied recreational endeavors. This position will directly supervise professional, student, and unclassified temporary staff's hiring, training, scheduling, and evaluations. The Assistant Director is responsible for Aquatics, Climbing, and Outdoor programs, maintenance, and audits. In addition, this position will assist all program areas regarding risk management, event management, development of staff, and strategic financial planning and budgeting.</p>

## PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and the employee and is subject to change by the university as the organizational needs and requirements of the job change.



<b>JOB DUTIES</b>		
<b>JOB DUTIES</b> (Please ensure the total of “% of Time” equals 100%)		
<b>% of Time</b>	<b>Duties / Responsibilities</b>	<b>Essential or Incidental</b>
45%	<p>Programming</p> <ul style="list-style-type: none"> <li>• Responsible for the overall management, direction, and administration of a variety of comprehensive recreational programs and services within Campus Recreation and facilities. Specifically provides direct leadership for the Aquatics, Climbing, and Outdoor areas.</li> <li>• Member of the Campus Recreation Leadership Team is responsible for the development, supervision, promotion, assessment, and administration of various programs and policies.</li> <li>• Responsible for developing, implementing, and reviewing program-specific training, certifications, clinics, weekly meetings, supplemental materials, and evaluations.</li> <li>• Continually interpret, develop, maintain certification levels, and adhere to appropriate risk management policies and safety procedures for local, state, and national associations.</li> <li>• Oversee the organization, inventory, and maintenance of all program equipment, supplies, and facilities.</li> <li>• Develops and annually reviews and updates CR policies and procedures for their oversight areas.</li> <li>• Maintains programs’ web pages and eCommerce program area offerings.</li> <li>• Identifies and implements learning outcomes and assessment components with an emphasis on student development.</li> <li>• Responsible for Aquatic Center pool water chemistry and water balance. Meets with Polk County Health Department to discuss any future requirements.</li> <li>• Ensures all Pool permit requirements are met and in place.</li> <li>• Maintain a varied work schedule to include days, nights, and weekends.</li> </ul>	Essential
25%	<p>Management</p> <ul style="list-style-type: none"> <li>• Recruit, hire, train, certify, supervise, mentor, and evaluate full-time professional staff, more than 30 students, and unclassified temporary staff members.</li> <li>• Enforce University and Campus Recreation policies and procedures and take necessary action to arbitrate complaints, and disputes, or resolve grievances when misconduct occurs.</li> <li>• Analyze situations and decide on a proper course of action.</li> <li>• Work to develop strategic plans to include, but are not limited to, short and long-term goals, assess students’ progress, and prepare annual reports to document achievements, demonstrate needs, and recommendations that shape ongoing planning.</li> <li>• Plans and schedules daily, weekly, monthly, and annual aquatics and climbing facilities’ maintenance tasks to ensure the manufacturer’s requirements and industry standards for use.</li> </ul>	Essential



	<ul style="list-style-type: none"> <li>• Utilize analytical skills, knowledge, and creative thinking with developments in the recreational sports profession, specifically as it relates to area programs and services.</li> <li>• Serve on University and departmental committees.</li> <li>• Collaborate with other University departments to build opportunities for participation in line with the mission of the CR and the University</li> <li>• Ensure all program participants comply with university policies and procedures.</li> <li>• Acts as Associate Director in all operational functions when the Associate Director is unavailable.</li> </ul>	
15%	<p>Marketing, Retention, and Recruitment</p> <ul style="list-style-type: none"> <li>• Create and execute multimedia marketing for CR programs; evaluate effectiveness to improve participant recruitment or participation.</li> <li>• Administers marketing activities related to programs and services offered, which include advertising, flyer distribution, tabling, and award distribution.</li> <li>• Coordinate and implement marketing materials, including online social media platforms, brochures, newsletters, flyers, and professional publications.</li> <li>• Creates, designs, and markets program area events.</li> <li>• Develop and maintain relationships with the College of Education, Athletics, and Student Engagement to offer opportunities for the recruitment of new students.</li> <li>• Review, coordinate, and develop retention opportunities for program student staff and participants.</li> </ul>	Incidental
10%	<p>Financial Management</p> <ul style="list-style-type: none"> <li>• Assist in annual budget development and budget management of program areas within Campus Recreation.</li> <li>• Develop statistical numbers and budget presentations for program areas to justify the financial request.</li> <li>• Monitor and adhere to budget allocations.</li> <li>• Develop outside relationships for fundraising, grants, or sponsorship opportunities.</li> <li>• Develop a fee structure for supervised areas.</li> <li>• Update and adjust CR refund policies regarding supervised programs; review supervised program refund requests for legitimacy and prepare and submit refund documentation.</li> <li>• Prepare monthly payroll for areas of oversight.</li> </ul>	Essential
5%	<p>Other</p> <ul style="list-style-type: none"> <li>• Travel for professional, skill development training, or student development training as an advisor, supervisor, or participant.</li> <li>• Coordinate, develop, oversee, and assist with special events programming as assigned.</li> <li>• Ensure compliance with all personnel files, certifications, and documentation.</li> <li>• Perform other related duties as assigned.</li> </ul>	Essential

**EDUCATION and/or EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For**



**classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

<b>EDUCATION</b>			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two-year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

<b>EXPERIENCE</b>			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Budget and facility management	1-2 Years	Choose an item.	
Promotion, design, development, and administration of recreation programs.	1-2 Years	Choose an item.	
Organizing and developing leaders through practical application and learning	1-2 Years	Choose an item.	
Experience managing and mentoring staff	3-5 Years	Choose an item.	
Current certification/licensure, from a nationally recognized professional organization, requiring continuing education and/or ongoing documentation of proficiency in the specialty area required of the position	1-2 Years	3-5 Years	American Red Cross Lifeguard (LG) certification.
Collegiate environment (including extensive involvement with student development and supervision), specifically in a fitness, aquatics, outdoor, or climbing area	No Experience	1-2 Years	
Active membership with	Choose an item.	1-2 Years	



NIRSA Leaders in Collegiate Recreation			
Technology as it relates to daily processing, assessment, and statistical tracking	Choose an item.	1-2 Years	
Proficiency with software applications Word, Excel, PowerPoint, and experience with DSE and/or scheduling software	Choose an item.	1-2 Years	

<b>SOFT SKILLS</b>			
<b>Soft Skill</b>	<b>Required</b>	<b>Preferred</b>	<b>Notes</b>
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to develop, foster, and maintain basic communication with a variety of groups (such as students, faculty, staff, and community organizations).
Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to develop, foster, and maintain meaningful collaborations with a wide variety of university constituencies.
Adaptability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to develop, foster, and maintain positive adaptability and interpersonal relations with a wide variety of university constituencies.
Emotional Intelligence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ability to exhibit emotional intelligence techniques with various groups.
Critical thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each area requires the employee to deal with multiple tasks, critical solution development, and multiple publics while maintaining good customer service.
Conflict management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May encounter hostile patrons, participants, vendors, or Departmental personnel.

<b>CERTIFICATES, LICENSES, REGISTRATIONS</b>			
<b>(Select all that apply)</b>	<b>Required</b>	<b>Preferred</b>	<b>Please specify required professional license(s), registration(s), and or certification(s), if applicable:</b>
<input type="checkbox"/> None			
Driver's license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current American Red Cross Lifeguard (LG)



			<p>certification  <b>(Required within 6 months of hire date)</b>          American Red Cross Water Safety Instructor (WSI), Wilderness and Remote First Aid (WRFA), and Lifeguard Instructor (LGI) certifications, and Professional Climbing Instructors Association Climbing Wall Instructor (CWI) certification <b>(Required within 24 months of hire date)</b>          American Red Cross Lifeguard Instructor Trainer (LGIT) and Water Safety Instructor Trainer (WSIIT) certification  <b>(Required within 48 months of hire date)</b>          Professional Climbing Instructors Association Climbing Wall Instructor Provider</p>
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**SUPERVISION**

Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input checked="" type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

**SUPERVISION CONTINUED**



Level 7 The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Employee	Up to 35
Unclassified Temporary/Hourly staff	Up to 3
Coordinator	1

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

**DECISION MAKING & FISCAL RESPONSIBILITY**

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Broad Latitude
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ 200,000
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

**WORKING CONDITIONS**

<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input checked="" type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input checked="" type="checkbox"/> Personal Protective Equipment	<input checked="" type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting



<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
<input checked="" type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input checked="" type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input checked="" type="checkbox"/> Heights
	<input checked="" type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input checked="" type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Pathogens
	<input checked="" type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 100 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.



Acknowledgement:	
Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Andrew Main	
Reviewer (Dept. Director)	Reviewer Signature / Date
Harold 'Rip' Horsey	
Reviewer (VP / Director)	Reviewer Signature / Date
Randi Lydum	
HR Director	HR Director Signature / Date
Desiree Noah	

HR USE ONLY:			
Received by:	Date		
Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			