Western Oregon UNIVERSITY
Human Resources
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Assistant Director of Campus Recreation

Recruitment #: S2621
Review Date: Open | Review begins March 1, 2027
Department: Campus Recreation
Salary Rate: $62,500 - $64,500
Start Date: May 1, 2027

About Western Oregon University:
Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:
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. 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.

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. Campus Recreation provides active opportunities to enhance student experience and cultivate a community of supportive relationships.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- Bachelor's degree
- Valid driver's license
- Budget and facility management (1–2 years)
- Promotion, design, development, and administration of recreation programs (1–2 years)
- Organizing and developing leaders through practical application and learning (1–2 years)
- Experience managing and mentoring staff (3–5 years)
- Current certification/licensure from a nationally recognized professional organization, requiring continuing education and/or ongoing documentation of proficiency in the specialty area (1–2 years)
- Communication: Ability to develop, foster, and maintain basic communication with a variety of groups (students, faculty, staff, and community organizations)

- Collaboration: Ability to develop, foster, and maintain meaningful collaborations with a wide variety of university constituencies
- Adaptability: Ability to develop, foster, and maintain positive adaptability and interpersonal relations with diverse university groups
- Critical Thinking: Ability to manage multiple tasks, develop solutions, and serve multiple publics while maintaining good customer service
- Conflict Management: Ability to handle situations involving potentially hostile patrons, participants, vendors, or departmental personnel
- Current American Red Cross Lifeguard (LG) certification (required within 6 months of hire date)
- American Red Cross Water Safety Instructor (WSI), Wilderness and Remote First Aid (WRFA), Lifeguard Instructor (LGI) certifications, and Professional Climbing Instructors Association Climbing Wall Instructor (CWI) certification (required within 24 months of hire date)
- American Red Cross Lifeguard Instructor Trainer (LGIT) and Water Safety Instructor Trainer (WSIIT) certification (required within 48 months of hire date)
- Professional Climbing Instructors Association Climbing Wall Instructor Provider certification

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form available here - unclassified/faculty
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume
4. Unofficial transcripts for your highest degree earned
5. References: Reference Check form available here

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.

Benefits:
Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. http://www.wou.edu/hr/benefits/

Equal Employment Opportunity:
Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. 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 would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the online request form at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtmlq

To stay informed about the status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding. Thank you for your interest in employment at Western Oregon University.

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