

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ATHLETICS & RECREATION Level C, Pay Grade 10

LEVEL DEFINITION	This level covers positions responsible for developing and managing an athletic or recreation program comprised of various program areas and/or a wide breadth scope area as it relates to its level of responsibility, partnerships and strategic management.
TYPICAL RESPONSIBILITIES	May include: managing the end to end operations of a wide breadth athletic/recreation program; developing and implementing athletic/recreational program and program area budgets; negotiating employment contracts; managing full time and part time staff; evaluating courses and instructors; overseeing all athletic/recreation programming; program development and evaluation; and developing and implementing program and program area specific marketing strategies.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding program delivery, operations and budgets.
SUPERVISION RECEIVED	Works autonomously within defined program constraints. Work is reviewed in terms of achievement of defined program goals.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate administrators.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.