



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A POSITION

at

WESTERN CONNECTICUT STATE UNIVERSITY

RECREATION COORDINATOR/ADMINISTRATOR II
(Auxiliary Fund)

April 6, 1984

RESOLVED, That an Auxiliary Funded position, Recreation Coordinator/Administrator II, be established at Western Connecticut State University effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated March 15, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

UNCLASSIFIED POSITION ~~XXXXXXXXXX~~ SUMMARY

Title: Recreation Coordinator/Administrator II

Fund: Auxiliary

Position Type: Permanent X Part-time

Effective Date: July 1, 1984

Cost: New Position, \$14,000 minimum

Campus: Western CT State University

Proposal:

To establish a position of Recreation Coordinator

Summary:

See att.

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Date: 3/15/84

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Vice President for Faculty and Staff Affairs

From: Western Connecticut State University

[Signature]
President

Concerning: New Position, Existing Position (Vacant/Filled)

1. Proposal:

To establish a position of Recreation Coordinator.

2. Proposed Position:

Title/Rank Recreation Coordinator
Administrator II

12 mo. FT
10 or 12 mo.
Full-Part-Time
Temp. - Perm.

\$14,000.
Salary Level

Auxiliary
Fund (Gen.,
Ed. Ext., Aux.)

AESCME
Bargaining Unit

3. Summary of Function (attach required job description)

See Attached

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4. Rationale for Altering or Establishing Position

The request to establish this position is based upon the need to provide a comprehensive program of intramural and extramural activities to the student body. The creation of this position will ensure that the needs of the students interested in recreational activities will be met.

5. Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

- 1. For Submission to PERC _____
- 2. By Committee/Board _____

RECREATION COORDINATOR

Administrator II (minimum salary \$14,000)
12 month position

Position Summary:

Assists the Dean of Professional Studies and the Chairperson of Physical Education in the development, organization, coordination, administration and supervision of recreation activities. The incumbent will develop and manage programs in intramurals, club sports and informal campus recreation and reports to the Chairperson of Physical Education.

1. Assist students in the development of recreational activities.
2. Assist student club advisors with budget, safety, and financial matters relating to recreation.
3. Supervise intramural and extramural programs.
4. Recommend policies relating to recreation, intramurals, and club sports to the University Recreation Policy Committee.
5. Prepare periodic reports and evaluations and an annual report relating to recreation for presentation to the Dean of Professional Studies, the Dept. Chair and the University Recreation Policy Committee.
6. Chair the University Recreational Policy Committee.
7. Develop and manage recreation programs during summer programs.
8. May coach at assistant level.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Education and Experience

One to two years of related experience preferably directing a college recreational program, and ability to relate effectively to college students and staff. A Bachelor's degree is required and a Master's degree is preferred in recreation or a related field. Qualified, or must be qualified within 6 months of employment for First Aid certification and/or emergency care.

These qualifications may be waived for individuals with appropriate alternate experience.