



Position: Coordinator of Campus Recreation

Department: Student Services

The University of Pikeville is seeking a Coordinator of Campus Recreation. This position will be responsible for the development, implementation, and oversight of campus recreation operations, including the University of Pikeville (UPIKE) Fitness Center and Intramural Sports Program.

Responsibilities:

- Manage the daily operations of the UPIKE Fitness Center, including scheduling, staffing, and equipment maintenance.
- Hire, train, and supervise Fitness Center student employees and attendants to ensure a safe and functional environment.
- Monitor facility usage and enforce University policies and safety standards in the Fitness Center.
- Coordinate equipment repairs, inspections, and long-term planning for Fitness Center facility needs.
- Design and manage a year-round intramural sports calendar that includes leagues, tournaments, and one-day events. • Recruit, train, and supervise student officials, team captains, and event staff for intramural sports.
- Ensure fair play, enforce rules, and maintain a fun and inclusive environment for participants in the intramural sports program.
- Evaluate participation trends and make intramural sports program adjustments to reflect student interests.
- Serve as a resource for students interested in recreational and competitive play opportunities.
- Provide leadership development opportunities for student workers and intramural team leaders.
- Collaborate with other campus departments (e.g., Student Engagement, Residence Life, Athletics) to support student programming.
- Contribute to large-scale campus events, orientation activities, and co-curricular initiatives.

EDUCATION/SKILL REQUIREMENTS:

- Bachelor's degree in Recreation Management, Sports Administration, Higher Education, or a related field.
- At least one (1) year of experience in campus recreation, student programming, or intramural sports (graduate assistantships accepted).
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a fast-paced student-focused environment.
- Availability to work occasional evenings and weekends as program needs require.

WORK CONDITIONS:

Physical Demands/Work Environment The physical demands and work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position needs to occasionally move throughout campus, including inside residence halls and office buildings, to access housing units, inspect spaces, and coordinate facility needs. This role frequently remains in a stationary position working at a desk and operates a computer and other standard office equipment. The position may occasionally ascend/descend stairs or ladders during walkthroughs or inspections and move items up to 25 pounds, such as supplies or small furniture components. The employee will work in both office and residential environments and may be exposed to varying indoor temperatures and occasional outdoor weather conditions while moving between campus buildings. The noise level is generally moderate, with

occasional periods of higher activity, such as during residence hall move-ins or facility work. The position may require evening or weekend availability during peak operational periods or to support emergency housing needs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting www.upike.edu/offices/human-resources/careers/. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.