All applications must be submitted through the University of Minnesota employment site (<https://humanresources.umn.edu/jobs>). Search for Job ID# **354696**

**Director of St. Paul Recreation and Wellness Facilities**

The University of Minnesota Recreation & Wellness (RecWell) department is part of the Office for Student Affairs, and its mission is to enrich the campus experience and encourage lifelong wellbeing. RecWell provides programs and facilities that support this mission.

This position reports to the Associate Department Director for Facilities and independently operates and directs the St. Paul facilities and Twin Cities campus field maintenance for the department. This position provides leadership and direction for the staff that work in the facility and directly supervises 2.5 FTE; Sr. Office Specialist, Buildings and Grounds, Facility Coordinator and over 25 student staff. Duties include short and long-term strategic planning, independent decision making, project management, risk management, fiscal management and budget forecasting, supervision, and general oversight of facility operations in the St. Paul Gymnasium.

Typical hours of work include regular business hours while being available as much as possible during off-hours to problem solve and resolve emergency issues. In addition, this position will share updates on the operations of the St. Paul Gymnasium during regular Senior Leadership Team meetings and represents the department on the St. Paul Campus and on university-wide committees.

The starting salary for this position is $68,000. The application deadline is April 9, 2023.

**Work Responsibilities:**

*Administrative/Leadership/Supervision* (60%):

* Manage 2.5 FTE, in addition to 25+ student staff, at the St. Paul Gymnasium. This includes the Senior Office Specialist, Building & Grounds Worker, and a hybrid Facilities Coordinator position that is stationed .5 FTE at each campus as well as 25 student Building Managers and 2 student Program Assistants. The incumbent will be responsible for the recruitment, hiring, training, supervision, evaluation, and development of these staff.
* Develop short and long-term strategic plans for the St. Paul Gym and outdoor facilities that align with a community center model, serving the St. Paul Campus (students, staff, and faculty) and surrounding community (youth, seniors).
* Direct and provide general supervision of the maintenance of facility and grounds for St. Paul facilities, Mpls and St. Paul fields including initiating work orders for maintenance and repair of equipment and facilities with the division of Facilities Management, General Mechanics and outside contractors/vendors.
* Provide leadership and direction for programs and services that operate out of the St Paul facilities leading regular meetings with St. Paul program staff.
* Attend Senior Leadership Team meetings periodically and provide updates for the St. Paul Gym and field facilities.
* Oversee the development, planning and coordination of St. Paul facility renovations, improvement projects and repairs, and manage impact on user groups.
* Develop and propose annual St Paul facilities operations budgets and revenue projections.
* Develop facility use policies specific to St. Paul and revenue generating enterprises.
* Assist with the development and management of Recreation & Wellness policies and procedures.
* Manage and direct overall indoor/outdoor facility operations including general oversight of all front desk operations including member access, sales, program registration, court reservations, locker rentals, point of sale operations, and equipment sales/rental.
* Work with the Office of the General Counsel, Risk Management and Real Estate on administering external contracts and implement usage requests for program use including Fitness/Wellness, Aquatics, Youth, Community & Lifetime Sports Programs, Climbing & Adventure, Sport Clubs, Intramural Sports, and Kinesiology.
* Provide customer service and resolve issues and complaints dealing with St. Paul facilities/programs.
* Initiate marketing strategies with Fitworks Team to promote the St. Paul Gymnasium and work with the Membership Director in representing the department at St. Paul health fairs, new employee orientations, as well as various committees to promote URW memberships to the University and surrounding community.
* Represent the department across various committees and professional organizations, taking an active role in professional conferences, workshops and projects on the local, state and national level.

*Operations/Risk Management* (30%)

* Oversee security and risk management operations on the St. Paul Campus to include access security, cameras, communication with safety entities on campus and EAP Manual.
* Represent St. Paul campus on the departmental Risk Management Committee
* Responsible for training staff in emergency response and updating departmental emergency action plan.
* Responsible for inspecting, determining extent, coordinating facility maintenance and repair and annual shutdowns with Facilities Management and other external contractors for the St. Paul Gymnasium and outdoor facilities.
* Oversee the day-to-day operations and schedules of St. Paul Rec & Wellness facilities both indoor and outdoor.
* General oversight of payroll deduction operation and Fit Rewards program for members.
* Support the operation and maintenance of all building control systems within the facilities making sure they are working properly and efficiently, including but not limited to HVAC, utilities, security systems as well as door card access for tenants and employees.
* Work with Membership Manager on FUSION software system.
* Work closely with all RecWell programmatic units to assist them in facilitating programs initiated and run on the St. Paul campus.

*Event Management* (10%)

* Provide direction for planning and promoting the St. Paul Gymnasium and field facilities.
* Responsible for facility rentals with University and non-University affiliated participants,
* Ensure adherence to University policies and procedures (facility use agreements, insurance requirements and ensuring all other necessary paperwork required has been completed).
* Coordination of event needs with clients including the coordination of outside vendors for client needs such as tables, chairs, sounds systems, food, etc.
* Preserve open recreation space for members and provide information for departmental websites.

Additional responsibilities as assigned by the Associate Director.

**Required Qualifications:**

* BA/BS degree plus at least six (6) years of experience
* Minimum of five (5) years demonstrated leadership and supervisory abilities.

**Preferred Qualifications:**

* Masters degree in Sport Management; Kinesiology; Recreation, Park, and Leisure Studies, or a related field
* General knowledge of facility operations and knowledge of standard practices in campus recreation
* Demonstrated experience developing/managing comprehensive risk management and emergency response action plans.
* Experience in supervising and leading staff.
* Budgeting experience
* Demonstrated experience and abilities to work as part of a diverse professional team that collaborates effectively with colleagues.
* Analytical skills to identify problems; assess alternatives; and render consistent, logical decisions.
* Ability to write concise, logical reports.
* Excellent written and oral communication skills.
* Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
* Organized, detailed, creative, assertive, adaptable.
* Ability to work both independently as well as with a team.

*The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission.  The University is committed to attracting and retaining employees with varying identities and backgrounds.*

*The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.  To learn more about diversity at the U:  http://diversity.umn.edu.*