RecSports Job Description

Development Coordinator

Supervisor: Events and Development Director

Area: Development

Goal: Contribute to the overall development of the RecSports program and its various areas by enabling growth and leadership in volunteers, staff, participants, and programs.

1. Maintain positive image for RecSports and represent yourself and the school on a manner you would be proud of. Have fun in your position, it is what you make of it.
2. Set goals and develop a vision to obtain those goals, and share those with your managers. Work to achieve the goals that have been set.
3. Delegate work to managers and maintain accountability to ensure work is being done.
4. Recruit, train, and help students to progress in their various areas in Development.
5. Know the policies and procedures of RecSports and train Managers on these things.
6. Hold regular meetings for training and overseeing managers in the various areas.
7. Complete weekly One on Ones with managers and director.
8. Attend weekly Coordinator councils.
9. Establish and be present during office hours.
10. Fill out weekly reports.
11. Complete evaluations before, during and after the semester.
13. Coordinate the different areas of Development to progress them into an effective working unit.
14. Work with the other areas of RecSports to develop programs and staff.