Statistics Manager

Supervisor: Development Coordinator

Area: Development

Goal: Contribute to the overall development of the RecSports program by gathering and presenting valuable, accurate statistics.

1. Maintain positive image for RecSports and represent yourself and the school on a manner you would be proud of.
2. Set goals and develop a vision to obtain those goals. Work to achieve the goals that have been set.
3. Know the policies and procedures of RecSports.
4. Complete weekly One on Ones with Coordinator.
5. Attend All Staff meetings.
6. Establish and be present during office hours.
7. Fill out weekly reports.
8. Complete evaluations before, during and after the semester.
10. Use available resources to research and gather various statistics pertaining to the development of RecSports.
11. Compile statistics into organized, usable reports.
12. Share findings in committee meetings and councils.
13. Have fun in your position, it is what you make of it.