

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Recreational Sports Specialist  
Code: 13550  
Salary Grade: 52  
FLSA Status: Non Exempt  
Department/Division: Campus Recreation  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To assist in the organization and supervision of groups of participants in a variety of recreational and intramural sports programs.
- Scope: Responsible for assisting with the organization and conduct of sports recreation programs and for assisting with arranging for space, equipment, and appropriate support personnel.

## *Duties*

- Typical:
  1. Assists administrative staff in day-to-day organization, conduct, and operation of intramural contests, recreational programming, and tournament organization.
  2. Contacts and trains officials and area supervisors.
  3. Obtains and organizes equipment.
  4. Assists with publicity.
  5. Performs other duties as assigned.
- Periodic:
  1. Assists in conducting athletic and recreational seminars and conferences.

## *Education*

<b>Required</b>	<b>Preferred</b>
High School or GED	Graduate work in physical education or recreation.

## *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Must be able to relate and communicate with

	students, faculty, and staff in a university community.
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***Experience***

<b>Required</b>	<b>Preferred</b>
One year experience at the college level as a participant or supervisor in one or more aspects of a competitive or recreational sports program.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Recreation and intramural sports equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Some office work, but primary duties will be in field, outdoors, or games arena environment.	Hours may vary but include late afternoon, evening, and weekend duties.

***Supervision***

<b>Received</b>	<b>Given</b>
Periodic general instruction from a designated supervisor.	Direct supervision of student assistants and assigned personnel.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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