

Coordinator of Instructional and Youth Programs

Position Details

Operating Title	Coordinator of Instructional and Youth Programs
Long Classification Title	Recreational Sports Coordinator II
Campus Location	Durham
Department	UNH Campus Recreation
Summary of Position	As a professional within the Campus Recreation Department, this position is responsible for the leadership of the Instructional and Youth programs. The Coordinator is expected to utilize a student development approach when coaching student participants and staff. The Coordinator is responsible for ensuring that risk management policies and protocols are followed. This professional is expected to address disciplinary situations following Campus Recreation and University of New Hampshire protocols.
Acceptable minimum level of education	Bachelor's
Acceptable minimum years of experience	1 year
Additional Job Information	
Posting Number	PS2759FY22
Other minimum qualifications	Bachelor's degree in recreation, higher education, or related field. One year of professional experience in Campus Recreation (GA positions count toward this).
Additional Preferred Qualifications	Master's degree in recreation, higher education or related field. Experience developing and implementing educational programs for youth and adults Demonstrated effective communication skills, both verbally and in writing. First Aid and CPR certifications.
Salary Information	Salary is complemented by a comprehensive benefits package which includes medical, dental, retirement, tuition, and paid time off.
Quicklink for Posting	https://jobs.usnh.edu/postings/43754
Percent Time Information (FTE)	1.00
Grade	16
EEO Statement	The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, genetic information, veteran status, or marital status.
Institution Information	The University of New Hampshire is an R1 Carnegie classification research institution providing comprehensive, high-quality undergraduate and graduate programs of distinction. UNH is located in Durham on a 188-acre campus, 60 miles north of Boston and 8 miles from the Atlantic coast, and is convenient to New Hampshire's lakes and mountains. There is a student enrollment of 13,000 students, with a full-time faculty of over 600, offering 90 undergraduate and more than 70 graduate programs. The University actively promotes a dynamic learning environment in which qualified individuals of differing perspectives, life experiences, and cultural backgrounds pursue academic goals with mutual respect and shared inquiry.

The UNH Diversity Resource Guide with information and programming available in the seacoast area, New Hampshire, and the region can be found here: <https://www.unh.edu/hr/diversity-resource-guide>

Posting Date	10/27/2021
Open Until Filled	Yes
Closing Date	
Posting Open to Internal Candidates Only?	No
Interested Internal Candidates Exist?	No
Job Category	Salaried Staff (Exempt)
Appointment Type	
If TERM position provide projected end date	
Equipment/Instruments	
DOT Safety Information	None applicable

Duties / Responsibilities

Job Duties

Duty/Responsibility	<p>Provide leadership for the Instructional program, to include:</p> <ul style="list-style-type: none"> • Develop and implement instructional programs. • Collaborate with RMP and Kinesiology departments on some instructional programs. • Collaborate with Health Services and other departments on campus to provide a variety of instructional programs for the campus. • Plan an annual schedule of offerings for the campus. • Recruit, hire, train, supervise, and evaluate staff for instructional programs.
Duty/Responsibility	<p>Provide leadership for the Youth program, to include:</p> <ul style="list-style-type: none"> • Organization of youth camps. • Plan the daily schedule and operations of camps. • Recruit, hire, train, supervise, and evaluate counselors for camps. • Plan and implement day trips to venues like state parks and museums. • Plan special events and theme weeks at camp. • Coordinate birthday party programs throughout the year.
Duty/Responsibility	<p>Additional administrative duties include:</p> <ul style="list-style-type: none"> • Maximize use of resources including funding, personnel, facilities, and time. • Collaborate with marketing staff on marketing efforts. • Serve on Campus Recreation and university committees. • Provide leadership and direction in the development of short and long-range plans. • Gather, interpret, and prepare data for studies, reports, and recommendations. • Participate in professional development opportunities to remain at the forefront of the field. • Other duties as assigned.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you meet the definition of an Internal Candidate? Internal Candidates include: (1) active status employees who have completed the introductory period and (2) adjunct staff members who have been employed within USNH for at least 12 months in total and who have worked at least 1,000 hours during the 12 month period preceding the application for the position. Student employment does not apply toward internal status eligibility.

- Yes
- No

Documents Needed to Apply

Required Documents

1. Resume/Vita
2. Cover Letter

Optional Documents