



NOTICE OF VACANCY

Coordinator of Student Activities and Recreation

REPORTS TO: Associate Dean of Student Services

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment brings to a community college. The successful Coordinator of Student Activities and Recreation (CSDR) will be an equity-minded individual committed to successfully fulfilling the institution's mission.

The CSDR helps to provide a vibrant and exciting campus life for MDCC students by overseeing daily operations for campus activities and recreation including but not limited to intramurals, club sports, and other related activities. The CSDR is responsible for increasing and developing student interest and involvement in extra-curricular activities. This is partially achieved by facilitating meetings with student organizations, encouraging and developing team-building exercises for all student organizations, and planning a calendar of events while working with the Student Government Association (SGA) officers to provide programming through the academic year. As the college's intramural sports coordinator, the CSDR is responsible for the management and development of a well-organized intramural program which provides opportunities for students to participate in a diverse offering of sport activities within the college at a variety of skill levels. The CSDR will implement and review program goals, objectives, policies, and risk management procedures. In addition, the CSDR will assist and support budget planning, monitor expenses, assess program learning outcomes, and work with the college's public relations team to promote program offerings. This position will supervise all intramural staff, which include student work program participants. The CSDR also serves as the Summer Camp Coordinator.

More specifically, the instructor is responsible for the following

DUTIES AND RESPONSIBILITIES

- Assist the Associate Dean of Student Services with managing the Homecoming activities and other major student activities (i.e., Coronation, Career Week, Mr. and Miss MDCC Pageant, Spring Fest, Student Convocation, Welcome Week, etc.).
- Assist the Associate Dean of Students in establishing long-range planning mechanisms for the department.
- Assist with and provide support for cultural activities, lectures, art exhibits, guest scholars, multi-cultural/international speakers, etc.
- Assists in the formation, review, and enforcement of all policies and procedures relating to Intramurals, including annual revisions of all sport rules and regulations as well as the Intramural Sports Participant Handbook.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Assists outside groups with securing facility space for various summer camps.
- Conduct assessment of recreation and intramural programs to determine future needs and enhancements for student population.
- Coordinate, plan and organize the campus student activities program that promotes student learning, engagement, and student success.
- Create and implement intramurals programs, club sports, and special events and programming for all MDCC students.
- Hire, train, on-board and supervise work study student staff to execute all intramural and recreational programs.
- Implement a dynamic marketing and recruitment plan to ensure campus awareness and availability of campus recreation programs.
- Lead efforts to promote the college as an ideal summer camp location and secure camps annually.
- Manage fitness areas, game room, student union, and other sporting facilities that are not considered under the direction of athletics and report any maintenance-related matters to the Director of Facilities Management promptly and follow-up on same until matters are resolved.
- Manage inventory of equipment for all campus recreation activities.
- Oversee student travel, student club funding, student communication, and student outreach for the residential and commuter student population.
- Prepare a robust calendar of events each semester that are promoted across the campus.
- Provide oversight for the campus activities calendar.
- Pursue continuous professional development opportunities through participation in accredited associations such as the National Intramural and Recreation Sports Association (NIRSA).
- Schedules appropriate facilities for all intramural affiliated on-campus trainings, leagues, and tournaments.
- Serve as a member of the Behavioral Intervention Team (B.I.T.) and assist in counseling individual students on personal and behavioral problems.
- Serve as lead advisor for the Student Government Association (SGA) which includes teaching the SGA leadership course each semester.
- Serve on various committees as assigned by the Vice President of Administrative and Student Services, Dean and/or Associate Dean of Student Services.
- Serves as the primary risk manager for intramurals through working with college colleagues to develop risk management plans, procedures, and protocol for the safety of all program participants and employees.
- Work an unconventional schedule including evenings and weekends to support campus programs and activities.
- Perform other duties as assigned by the Associate Dean of Student Services.

MANDATORY QUALIFICATIONS

- Associate's degree from an accredited college or university.
- Possess a valid driver's license
- Adult CPR, First Aid and AED certified or willingness to get certified.

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DESIRABLE QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Experience in consensus building and problem solving with stakeholders who have alternative points of view.
- Working experience in the domains of Mississippi public higher education.

KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings/nights and weekends

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. *Unofficial* College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – May 24, 2022 at 5:00 P.M.

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