AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A POSITION
at
WESTERN CONNECTICUT STATE UNIVERSITY

RECREATION COORDINATOR/ADMINISTRATOR II
(Auxiliary Fund)

April 6, 1984

RESOLVED, That an Auxiliary Funded position, Recreation Coordinator/Administrator II, be established at Western Connecticut State University effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated March 15, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President
Title: Recreation Coordinator/Administrator II
Fund: Auxiliary
Position Type: Permanent X Part-time ___
Effective Date: July 1, 1984
Cost: New Position, $14,000 minimum
Campus: Western CT State University
Proposal:
To establish a position of Recreation Coordinator
Summary: See att.

Date: 3/15/84

RECEIVED
MAR 15 1984
THE CONNECTICUT STATE UNIVERSITY
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Vice President for Faculty and Staff Affairs
From: Western Connecticut State University President

Concerning: New Position, Existing Position (Vacant/Filled)

1. Proposal:
   To establish a position of Recreation Coordinator.

2. Proposed Position:
   Title/Rank: Recreation Coordinator  
   Administrator II

   12 mo. FT $14,000  
   10 or 12 mo. Salary Level Auxiliary Fund (Gen.,  
   Aux.)  
   Full-Time Ed. Ext., Aux.)  
   Perm.  
   Temp. - Perm.

   3. Summary of Function (attach required job description)
   See Attached

4. Rationale for Altering or Establishing Position
   The request to establish this position is based upon the need to provide a comprehensive  
   program of intramural and extramural activities to the student body. The creation of  
   this position will ensure that the needs of the students interested in recreational  
   activities will be met.

5. Conditions of Employment if Changed or Different from Norm.
   N/A

For Central Office Use
Consultation with Bargaining Unit Completed

Approved:
1. For Submission to PERC
2. By Committee/Board

RECEIVED
MAR 14 1984
THE CONNECTICUT STATE UNIVERSITY
RECREATION COORDINATOR

Administrator II (minimum salary $14,000)
12 month position

Position Summary:

Assists the Dean of Professional Studies and the Chairperson of Physical Education in the development, organization, coordination, administration and supervision of recreation activities. The incumbent will develop and manage programs in intramurals, club sports and informal campus recreation and reports to the Chairperson of Physical Education.

1. Assist students in the development of recreational activities.
2. Assist student club advisors with budget, safety, and financial matters relating to recreation.
3. Supervise intramural and extramural programs.
4. Recommend policies relating to recreation, intramurals, and club sports to the University Recreation Policy Committee.
5. Prepare periodic reports and evaluations and an annual report relating to recreation for presentation to the Dean of Professional Studies, the Dept. Chair and the University Recreation Policy Committee.
6. Chair the University Recreational Policy Committee.
7. Develop and manage recreation programs during summer programs.
8. May coach at assistant level.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Education and Experience

One to two years of related experience preferably directing a college recreational program, and ability to relate effectively to college students and staff. A Bachelor's degree is required and a Master's degree is preferred in recreation or a related field. Qualified, or must be qualified within 6 months of employment for First Aid certification and/or emergency care.

These qualifications may be waived for individuals with appropriate alternate experience.