

**Posted:** June 6, 2023



## POSITION ANNOUNCEMENT

**TITLE:** RUGBY AND INTRAMURAL COORDINATOR

**DEPT:** RECREATION AND WELL-BEING

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$38,440-\$45,680

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** June 14, 2023\*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Under the direction for the Director of Recreation and Well-Being Center, the Rugby and Intramural Coordinator assists in setting the overall direction for their assigned areas. The Coordinator is responsible for providing day to day development and operational leadership of Men's and Women's Rugby programs, and the University's Intramural (IM) activities that support students as they grow, discover, connect, lead, and play. The Coordinator will be responsible for the overall management and coordination of the administrative, programmatic, and facility operations in their designed area. The Coordinator also serves to provide program coverage, facility coverage, and supervision of special events as needed.

In collaboration with the Director of Recreation and Well-Being Center, the Coordinator works to develop and implement policies, procedures, standards, and related manuals for the Recreation and Well-Being Center, as well as enforce these practices.

### JOB FUNCTIONS:

Provide Coaching and Leadership for a comprehensive Rugby Program 65%

- Responsible for all aspects of coaching a Rugby teams (men's and women's) including practice preparation, game schedules, developing team player skills, game day duties (home and away) for field preparation and hosting, travel planning and coordination and supervision of game coaching.
- Communicates with national and regional unions, club contracts and scheduling.
- Provide administrative oversight and coordination of both Men's and Women's Rugby programs.
- Monitor paperwork and documentation required by the department including membership/waiver forms, individual rugby sports club budgets, travel/vehicle request forms, Defensive Driving Certifications, club/team registrations, facility reservations, etc.
- Oversee and manage associated Rugby and IM budget, as well as their associated purchase card, monthly reconciliation and other related reports.

Intramural Coordination 25%

- Develop, plan and direct a comprehensive Intramural Program
- Responsible for organizing, recruitment, and implementing IM sports during the fall, spring and summer terms.
- Maintain a comprehensive annual calendar for IM sports
- Organize and oversee Captain and Pre-season meetings with IM Teams.
- Integrate faculty, staff, and community members as needed.

- Responsible for hiring students to work within the IM program which includes, official training, and work scheduling (set-up, break-downs & facility)
- Provide Support for Recreation and Well-Being Center and External Communications/Marketing 5%
- Provide day to day support for the departments programs and daily operations such as telephone and in-person assistance for individuals and groups utilizing department facilities, equipment, and transportation.
  - Ensure department website and social media are accurate, timely, and contain visually aesthetic information
  - Work with marketing to promote success of competitive sports including, but not limited to rugby, climbing and eSports.
  - Represent the department on campus wide committees
- Other Duties as assigned by the Director 5%

**REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Bachelor's Degree in Recreation, Sports Management, Intramural, OR Related Fields. Professional experience in a supervisory/coaching position in athletics, recreation and/or physical education. Five (5) year minimum playing, observing, and analyzing the sport of rugby football. Coach safety and skills as required by USA Rugby certificate program. Thorough knowledge of sports administration. Team organizational skills. Demonstrated ability in working with students. Working knowledge of personal computer to include the following: MS Office Suite and Google apps. USA Rugby Coaching Certification Level 2 as per USA Rugby requirements, First Aid/CPR certification.

**DESIRED QUALIFICATIONS:**

Effective communication. Participated in sports at the college/university level.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	O
100 + pounds	O

**PHYSICAL DEMANDS:**

Standing 35%	Sitting 35%	Walking 15%	Pulling
Pushing 20%	Lifting 10%	Stooping	Kneeling 15%
Crawling	Climbing	Reaching	Other 10%

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)