

Administrative Activities Review (AAR) Guidelines Student Recreation & Wellness Service (SRWS)

I. Basic Facts and Description of the Unit.

- a. **Mission** To serve and engage all students to learn, develop and succeed through innovative recreation, wellness, and leadership opportunities that encourage healthy and balanced lifestyles.
- b. **Vision** Supporting health, fun, and friendship
- c. **Goals**
 - Improve student satisfaction;
 - Using annual and program assessment data along with participation information SRWS will evaluate current and develop new opportunities to improve student satisfaction in programming and student staff development in operations.
 - Increase engagement in campus life;
 - Improve female participation in Intramurals, Fitness and Wellness, and Outdoor Adventure with specific programs and targeted outreach.
 - Develop semester cross department Rec Events.
 - Create engagement opportunities for UA employees with SRWS.
 - Increased engagement in campus life with support of department events, division events, and staff involvement across campus and in the community.
 - Promote academic and personal development;
 - Increase SRWS staff members' engagement across campus, partnering with academic and academic support units to collaborate in initiatives that create student opportunities and development of practical and experiential learning.
 - Seek out intentional engagement with the academic units of CHP and student employment to provide additional engagement in employment, assistantships, certifications, and class projects that blend academic and career experiences under the guidance of professional staff.
 - Increase target marketing and outreach – specific groups, unique users, and departments.
- d. **Services.** SRWS is committed to providing students with a variety of co-curricular opportunities in a safe, accessible, diverse, and inclusive environment which fosters not only student learning, leadership development and engagement, but also institutional pride and sense of tradition. The department's unique structure allows students the flexibility of being active on campus as well as in the broader Akron community and beyond. SRWS is committed to enhancing the success and engagement of our students through physical activity, increased health and wellness, experiential learning, leadership development, and employment opportunities.

SRWS operates and maintains four facilities. The Student Recreation and Wellness Center, Ocacek Natatorium, Central Hower South Gym, and Buchtel Field. These facilities serve students, faculty/staff, and the campus community in Fitness and Wellness, Aquatics, Intramural Sports, Club Sports, Outdoor Adventure, Informal Recreation and team development programs as well as student employee leadership, certification, and skill development.

Student Services:

- August 28, 2017 – May 12, 2018 facility swipe totals:
 - SRWC – 306,605 total swipes, 11,492 unique
 - ONAT – 25,311 total swipes, 1,447 unique
- Academic teaching locations for over 20 classes
- SRWS serves 60% of the student body
- 240 Student employees within 21 positions of progressive responsibility
- Provided 316 hours of student development in 167 training sessions with 1,572 student participations
- Co-curricular opportunities include:
 - 19 Intramural Sports programs with 10,832 participations
 - 10 students represented UA at extramural events including 2 national tournaments
 - 32 student Club Sport teams
 - Funds raised \$104,164 through dues, donations and fundraising initiatives to support their team's expenses and travel
 - 13 clubs travelled to post season winning one national champion (Rifle Club)
 - 516 students rostered in club sports
 - 350 Outdoor Adventure program sessions (rock climbing, trips, workshops, skill development)
 - 9% increase in program participation
 - Aquatic Learn to Swim program had 394 participants with 2,364 participations
- Fitness and Wellness include:
 - 225 wellness assessments
 - 370 personal training sessions
 - 13,660 group exercise participations
 - over 240 pieces of cardio and strength equipment

Community Services:

- Alumni membership showed an increase over 2017 showing that graduating students want to be on campus and find value in SRWS facilities and services.
- Aquatic practices and events had 1,363 sessions with 51,694 participations
- SRWS hosted UA Athletic events had 259 sessions with over 11,000 participations. 95% of events being swim team practices and meets.
- SRWS hosted 167 campus department events for over 1,800 hours of use
- \$567,032 Revenue (FY17) in sales and services
- Work closely with PFOC on facility maintenance and custodial needs

e. Recent Recognitions

- Office of Admissions Tour Guide Data: SRWC Facility tour continues to be rated as one of top highlights on Admissions tours
 - Ranked #1 in 11 of 12 months

- 2018 NIRSA: Leaders in Collegiate Recreation, Creative Excellence Award for the Zips Rec redesigned website.
- 2018 College Consensus ranks the SRWC number 47 on their list of the 50 Best Campus Recreation Centers.
- 2017 Lendedu.com ranked the SRWC number 4 on their list of the Top 30 College Recreation Centers. These rankings were based on Google reviews, available resources, intramural and club sports, and square feet per student within the Rec Center.
- 2017 TheBestSchools.org ranked the SRWC number 13 on their list of The 25 Most Amazing College Campus Buildings. To qualify, four criteria were used: cost, size, architectural elements and amenities and innovative features.
- 2016 BestCollegeReviews.org ranked the SRWC number 14 on their list of The 25 Most Amazing Campus Student Recreation Centers.
- 2016 NASPA Silver Award recipient in the category of Athletics, Recreation, Physical Fitness, Non-Varsity Sports for the Women's Fitness Week; Yes-It Was Necessary! Program.
- 2015 ranked SRWS pools #12 as on their list of top 30 Best College Pools by CollegeRank.net
- 2015 NASPA Gold Award recipient in the category of Athletics, Recreation, Physical Fitness, Non-Varsity Sports for the Outdoor Adventure Adaptive Paddle sport program.
- 2014 ranked #14 on the list of "The 25 Most Amazing Campus Student Recreation Centers" as ranked by Best College Reviews.
- For each primary service, describe the following:
 - **Critical partners.** SRWS works with many campus and community partners to meet programming and financial goals. A complete list can be found in **Appendix A**.
 - **Customers or end-users of your services.** The main driver of SRWS services are students and programming that is student focused. SRWS also serves a wide range of customers both on and off campus. Serving many campus departments in hosting events, camps, meetings, trainings, and staff development/certifications. Noted in **Appendix A**.
 - Operating seven days a week, averaging **15 hours per day**, and more than **348 days per year**.
 - Provided **226 national certifications** to students in programs such as the American Red Cross, lifeguarding, group exercise, personal training, paddle sports, and climbing wall instruction.
 - **Key performance analysis.** SRWS main performance analysis is an annual survey that is highlighted in **Appendix B**. This survey, developed by Campus Labs, is implemented in-house as a cost saving measure. In addition, SRWS participated in the Sport Risk Assessment with all other MAC schools in 2018. Those results will be available in September.
 - **Brief assessment.** Highlight (in a couple of sentences) any noteworthy strengths, challenges, or opportunities.
 - Strengths focus on serving students and continual efforts to

identify needs and opportunities for engagement for both student members and employees. Employee development in workforce skills and certifications that will have long lasting benefits.

- SRWS looks forward to student engagement in 5 star Friday opportunities, new programs, and re-focused marketing of programs and services.
- Membership promotion for community membership has been a challenge and delayed due to staff vacancies. This will be a focus for FY19 and include program restructure and new marketing and outreach to both community and all membership categories.

f. Resources.

- **Personnel.** SRWS organization chart and position descriptions are available in **Appendix C**
- **Financials – 5 year review**
 - \$365,508 or 15% reduction on the reliance of the general fund transfer in for operations.
 - \$1.5 million transfer out to support campus debt (FY17)
 - 5% reduction in expenditures (FY18)
 - Aging facilities and equipment will see continued increase in expense

Student Recreation and Wellness Services

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY 19 Projection
Beginning Fund Balance	1,245,093	1,396,331	1,595,590	258,196	479,287
Tr-in from General Fund Operations	2,438,143	2,285,684	2,253,754	2,151,165	2,072,635
Tr-in Facility Fee Debt Service	1,579,847	1,725,639	1,711,874	1,703,892	1,692,562
Tr-in Fund balance/other	32,409	6,170	15,627	18,245	
Earned Revenues	596,153	548,721	567,032	596,981	572,965
Total Current Resources	4,646,552	4,566,214	4,548,287	4,470,283	4,338,162
Operating Expenses	1,709,348	1,512,577	1,642,292	1,510,715	1,612,500
Maintenance	1,206,010	1,128,739	1,031,515	1,034,585	1,033,100
Debt Service	1,579,847	1,725,639	1,711,874	1,703,892	1,692,562
Total Capital Projects					
Total Transfer Out	6,170	15,627	1,518,245		
Total Expenditures	4,495,205	4,366,955	4,385,681	4,249,192	4,338,162
Operating Surplus (deficit)	151,347	199,259	162,606	221,091	-
Ending Fund Balance	1,396,331	1,595,590	258,196	479,287	479,287

- Strengths, challenges, or opportunities in resources.
 - Strength in forecasting and monitoring revenue and expenses to be fiscally responsible. Monitoring facility needs and including capital projects into annual budget.
 - Challenges in meeting increased facility maintenance costs

We acknowledge the University of Notre Dame's administrative unit self-study process, which served as a basis for this document (<https://ospir.nd.edu/administrative-unit-reviews/tools/>)

- and minimum wage increases while maintaining budget reduction requirements. Loss of carryover.
 - Opportunities for conversation on deferred maintenance backlog and planning for aging facilities and equipment needs.
 - **Equipment and technology.**
 - Daxko Spectrum, formerly CSI Spectrum, remains an integral part of SRWS Operations. The hosted software is utilized for membership management, point of sale operations, check-in attendance, program registration, event registration, and online program registration.
 - Costs remain relatively fixed for the software since the upgrade in 2013-2014 at approximately \$9,799/year
 - Connect2 remains an essential component of operations with consistent use in all program areas. The software has eliminated many paper forms and enhanced tracking and reporting since its implementation in spring of 2017.
 - Fixed cost at \$2,500 annually
 - Security camera system original analog, upgraded to digital for half of SRWC/ONAT. Additional upgrade needed in next couple of years.
 - Digital media TV system (4 are FourWinds Interactive, 4 are Powerpoint based Mac mini's)
 - Colorado Timing Systems – scoring, timing, touch pad, and scoreboard management system for aquatic event and meet operations.
 - Pool filtering/support systems – integral to aquatic operations
 - **Space**
 - Ocask Natatorium opened January of 1988
 - 70,000 square feet of recreation space including
 - 50 meter by 25 yard competition swimming and diving pool
 - 4 racquetball and 4 racquetball/wallyball courts
 - Locker rooms and team locker room
 - Student Recreation and Wellness Center (SRWC) opened in August 2004
 - 162,678 gross square feet
 - 5 multi-purpose gymnasium courts
 - 15,000 square feet of cardio and strength area
 - 2 group exercise studios
 - 1/10 mile jogging track
 - 54 foot tall climbing wall and a 13 foot high bouldering rock
 - 86,000 gallon leisure pool and a 29 person spa/hot tub
 - Outdoor adventure center (rental and trip registration)
 - Wellness suite for nutrition and wellness screening
 - Health Services and the Rape Crisis Center of Summit County offices within the SRWC.

- Central Hower South Gym – September 1975
 - 6,000 gsf
 - Due to multiple roof leaks, gym floor is in need of repair but cannot be done until roof is replaced.
- Buchtel Field – Opened 1923 – renovated July 2014
 - 4.5 acre grass field operated by SRWS
 - 6 Tennis courts (July 2014) operated by Athletics

II. **Future Plans.** SRWS future plans focus on increased student engagement, program and membership outreach to faculty/staff, community membership re-structure and promotion, and expanded revenue opportunities.

a. **Potential changes.**

- **Increased student engagement** - New/increased target marketing and outreach to specific groups and unique users. Exploring summer program opportunities in intramurals, community leagues, and sports officiating trainings. Develop annual cross department events.
- **Revenue** in new programs and comprehensive certification offerings, Pro Shop sales, outreach for additional rentals.
- **Membership** - evaluate and benchmark current membership rates for community and make necessary adjustments to competitively align and promote community membership. Increase outreach to faculty and staff as well as free access events and 1 month new employee memberships.
- Working with the **Alumni and Development** offices to provide outreach and mutual benefit to Alumni and Affiliate memberships.
- **Community involvement** - SRWS professional staff engaged in support/committee roles outside department and within the local community.

b. **Trends.**

- **Functional training** is a fitness trend that has developed permanency in the industry. SRWS hopes to identify currently underutilized space and outline a plan to transition that area into functional training space.
- **Club Sports** have seen an increase in the number of teams/level of competition both at UA and nationally. Yet without an increase in UA funds this level of competition and recognition will be hard to sustain. FY17-18 club sports team fundraising increased \$20,000 (\$84,000 to \$104,000) to meet team and travel costs.

Administrative Activities Review (AAR) Student Recreation & Wellness Service (SRWS)

Critical Partners:

1. Certifications

SRWS works with multiple providers to offer national certifications to students and the campus community. Partners consist of:

- a. American Red Cross, National Swimming Pool Foundation, American Council on Exercise, American College of Sports Medicine, National Academy of Sports Medicine, National Strength and Conditioning Association, American Canoe Association, American Mountain Guides Association, Aquatic Facility Operator

2. National Governing Bodies (NGB)

- a. SRWS works with NGB's within NIRSA – Leaders in Collegiate Recreation, Ohio Recreational Sports Association, National Parks and Recreation, Association of Pool and Spa Professionals, Association of Outdoor Recreation and Education, as well as over 30 NGB's who govern club sport organizations

3. Campus Partners

- a. SRWS works with many departments and organizations in both being a host site and developing programs to meet their needs. SRWS is also the location of over 20 academic classes with the Sport Science and Wellness Education department. Department examples consist of: Athletics, College of Engineering, College of Health Professions, Student Life, Residence Life and Housing, Health Services, Human Resources, Law School, Counseling and Testing, Zip Assist, Dean of Students, Geosciences, Upward Bound, Akron Early College, College Credit Plus, ROTC, Police Academy, Health and Safety, UAPD, Office of Multicultural Development, New Student Orientation, Early College High School, UA Band, student organizations, greek life

4. Community Partners

- a. Knight Foundation, CAVS Academy, Soap Box Derby, Special Olympics, Great Lakes Football, I9 Sports, City of Akron, Disabled Sports USA, Summit County Conventions Bureau, Rape Crisis Center, Lebron James Family Foundation, Dru Joyce Classic, USA swimming, National Park Service, Summit County Metro Parks, Oelschlager Summer Leadership Institute, Rock Mill, Barberton Parks, Kent State University, Youngstown State University

5. Athletics

- a. SRWS works closely with athletics in scheduling of the swim team as well as basketball, football, volleyball, soccer, and track for practice and event space.

6. Local Schools

- a. SRWS host and plans many events with local schools. Having these students in UA facilities on a regular basis becomes a great tool for recruitment. Regular swim team use from the following schools/locations: Cuyahoga Falls, Green YMCA, Hudson, Cuyahoga Valley Cristian Academy, Walsh, Revere, Hoban, Firestone, Cleveland Lancers, Akron Rippers and Akron Flyers.

7. Large Aquatic events hosted

- a. Zippy Invite, College Champs Invite, Special Olympics meet, YMCA dual meet, YMCA Invitational/Champs, High School Invitational, High School Dual/Tri meets, Community meets.

Administrative Activities Review (AAR) Student Reaction to Website (SRWS)

01/27/2010

1/27/2010

This report was prepared for the Student Reaction to Website (SRWS) project. The purpose of this report is to provide a summary of the findings from the AAR and SRWS.

The AAR was conducted in January 2010. The purpose of the AAR was to identify areas for improvement in the website. The SRWS was conducted in February 2010. The purpose of the SRWS was to gather feedback from students on their experience with the website.

The findings from the AAR and SRWS are as follows:

- The website is easy to navigate.
- The website is visually appealing.
- The website provides clear and concise information.
- The website is accessible to all students.
- The website is updated regularly.

Based on the findings, the following recommendations were made:

- Continue to improve the website's navigation.
- Continue to improve the website's visual design.
- Continue to provide clear and concise information.
- Continue to ensure the website is accessible to all students.
- Continue to update the website regularly.

The findings from the AAR and SRWS indicate that the website is generally well-received by students. However, there are several areas where improvement is needed. The recommendations provided above are intended to address these areas and improve the overall user experience.

The findings from the AAR and SRWS are consistent with the findings from the previous AAR and SRWS. This indicates that the website is meeting the needs of students and that the improvements made in the past are still effective.

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Key Performance Analysis – SRWS Annual Survey Summary

- Facility access
 - August 28, 2017 – May 12, 2018:
 - SRWC – 306,605 total swipes, 11,492 unique
 - ONAT – 25,311 total swipes, 1,447 unique

2018 Survey Overview

- Survey available from 4/26/18 – 5/13/18
- 8,500 email invitations sent to SRWS members, with 1 reminders
 - Initial emails are sent in two batches due to limitations of maximum/week in Qualtrics
- 1,866 started the survey with 1,819 completing the survey
- 68 questions in total with over 130 data points
- New questions were added for users and non-users to gauge interest in Five Star Friday programming.

Respondent Demographics

- University of Akron
 - 87% Students
 - 9% Faculty / Staff
 - 2% Alumni
 - 1% Community
 - Gender Identity
 - 53.2% Women
 - 44.3% Men
 - Residence
 - On Campus: 20.6% (35% national average)
 - Off Campus, alone/friends: 37.5%
 - Off Campus, parents: 26.1%
 - Off Campus, spouse/children 13.5%

Figure 1: GPA Comparison

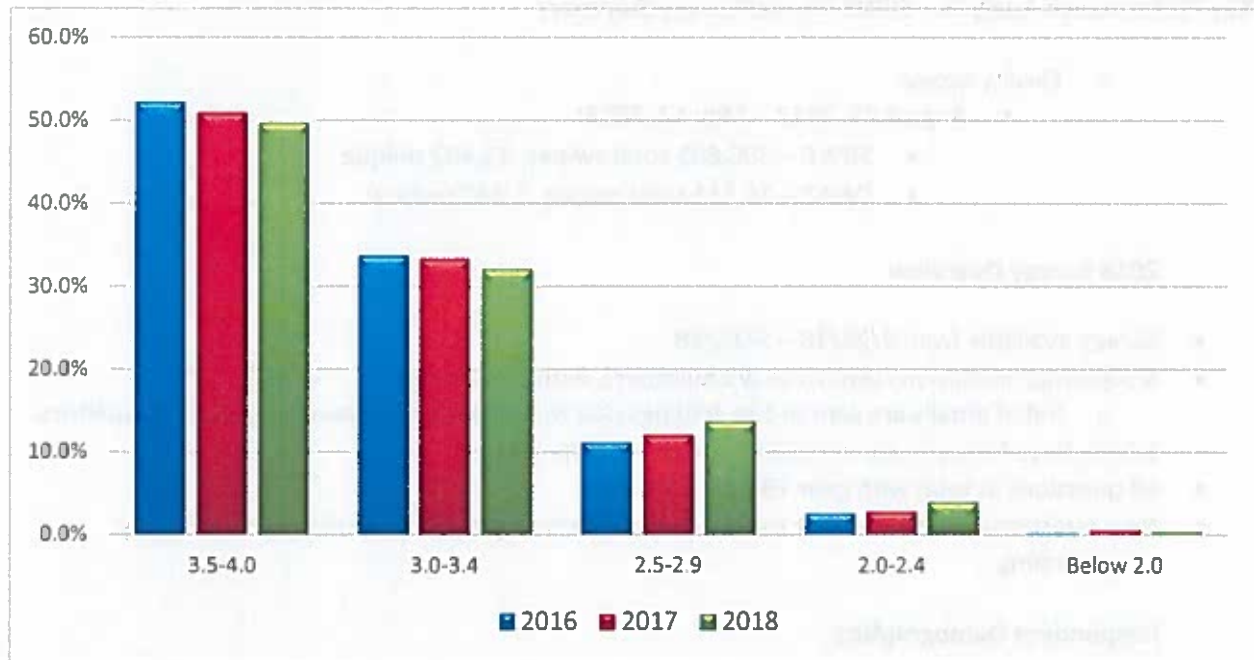


Figure 1 shows the responses for “What is your expected GPA for this semester?” This is self-reported GPA from 1,202 responses and shows a consistent trend from student users of SRWS facilities and programs over the 3 year period. Slight increases in this year in the 2.0-2.9 ranges.

Figure 2: My Recreational Needs are met by the Rec

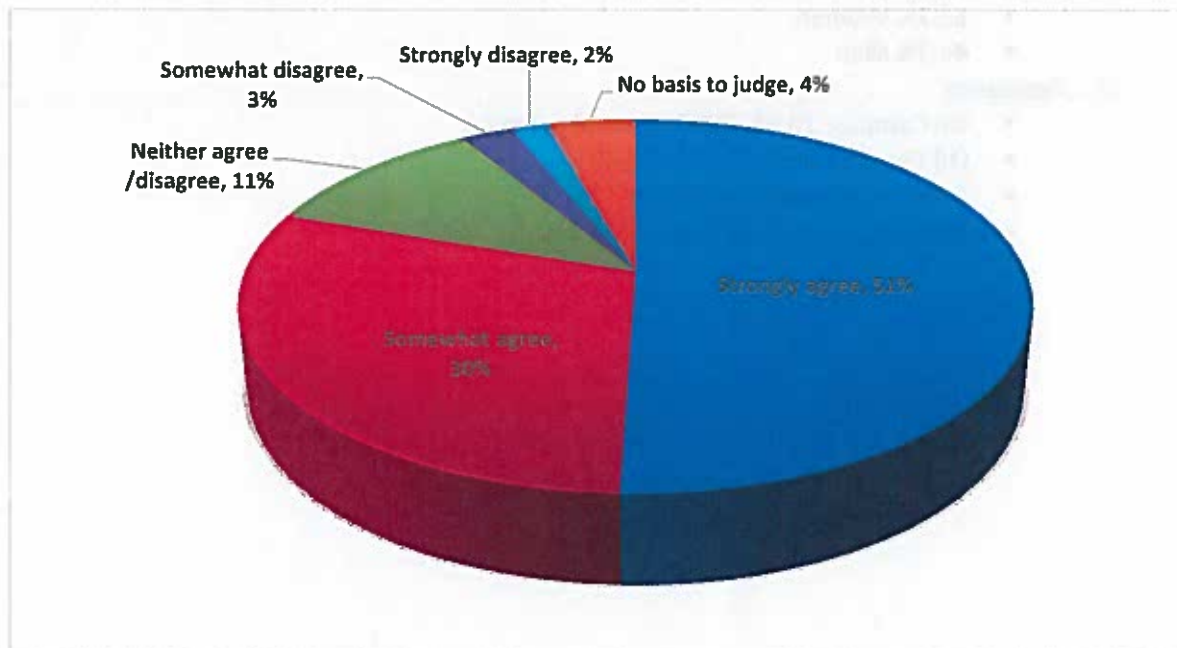


Figure 2 highlights that 81% of the respondents agree their needs are met by SRWS, with 11% neutral and only 5% in disagreement. The National Average for ‘Strongly agree’ is 43% for 2015.

Figure 3: Class standing of respondents

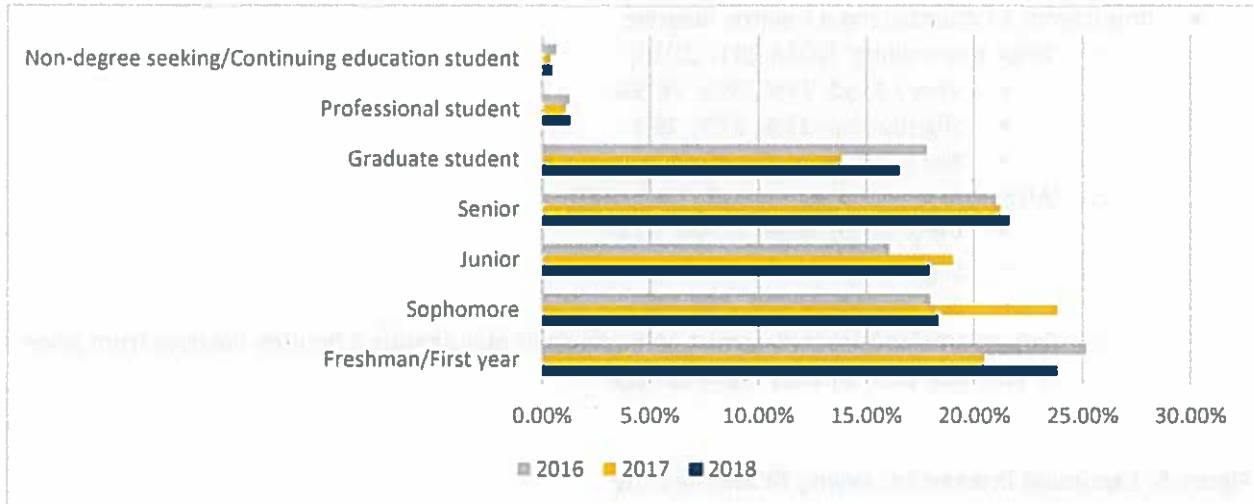


Figure 3 shows the representation of academic standing from the survey respondents compared to the previous year. Distribution remains varied across class standings. This year’s freshman class had the largest representation for the survey.

Figure 4: Recruitment and Retention Summary

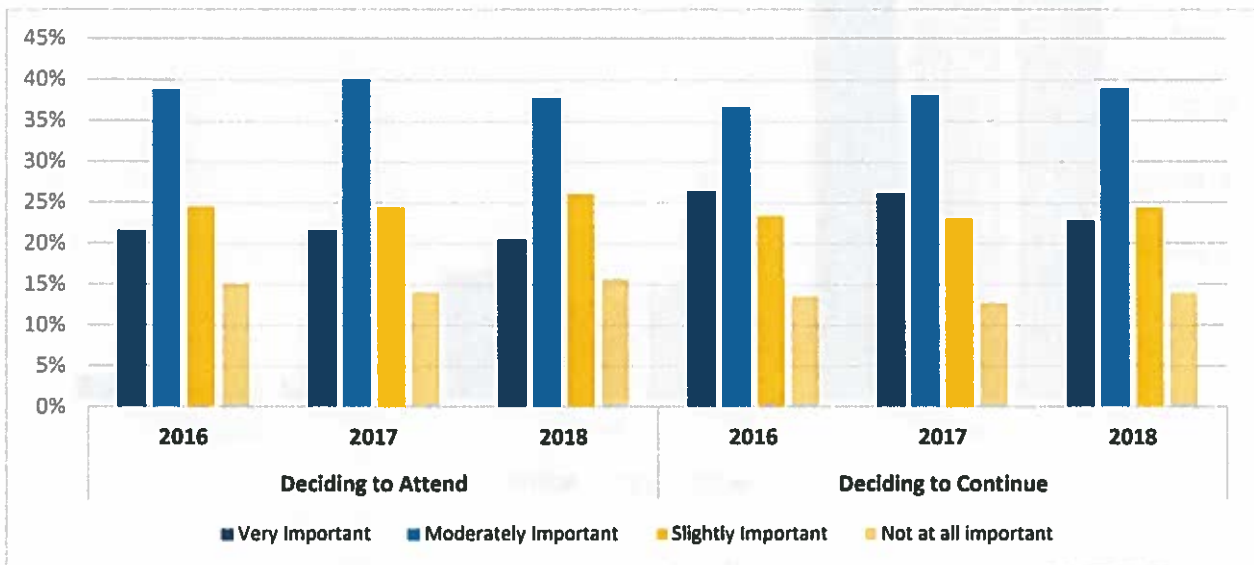


Figure 4 shows two questions related directly to the Rec Center’s impact on recruitment and retention the responses remained consistent with previous years', with nearly 60% of responses indicating the recreation facility were 'very' or 'moderately' important when deciding to attend and over 60% when deciding to continue at The University of Akron.

- In deciding to attend The University of Akron, how important were the Rec Facilities? (1,142 responses)
- In deciding to continue at this college, how important are Rec facilities? (1,138 responses)

Maintaining a healthy lifestyle:

- Importance of maintaining a healthy lifestyle
 - 'Prior to enrolling' (2018,2017,2016)
 - Very / Mod: 76%, 78%, 76.5%
 - Slightly Imp: 18%, 17%, 19%
 - Not Important: 7%, 5%, 5%
 - 'After you leave college (2018,2017,2016)
 - Very / Mod: 92%, 92.5%, 93%
 - Slightly: 6%, 6.9%, 6.3%
 - Not Important: 2%, 1%, 1%
 - Participants consistently report an increase in maintaining a healthy lifestyle from prior to enrolling to after they leave college.

Figure 5: Expanded interest in staying fit and healthy

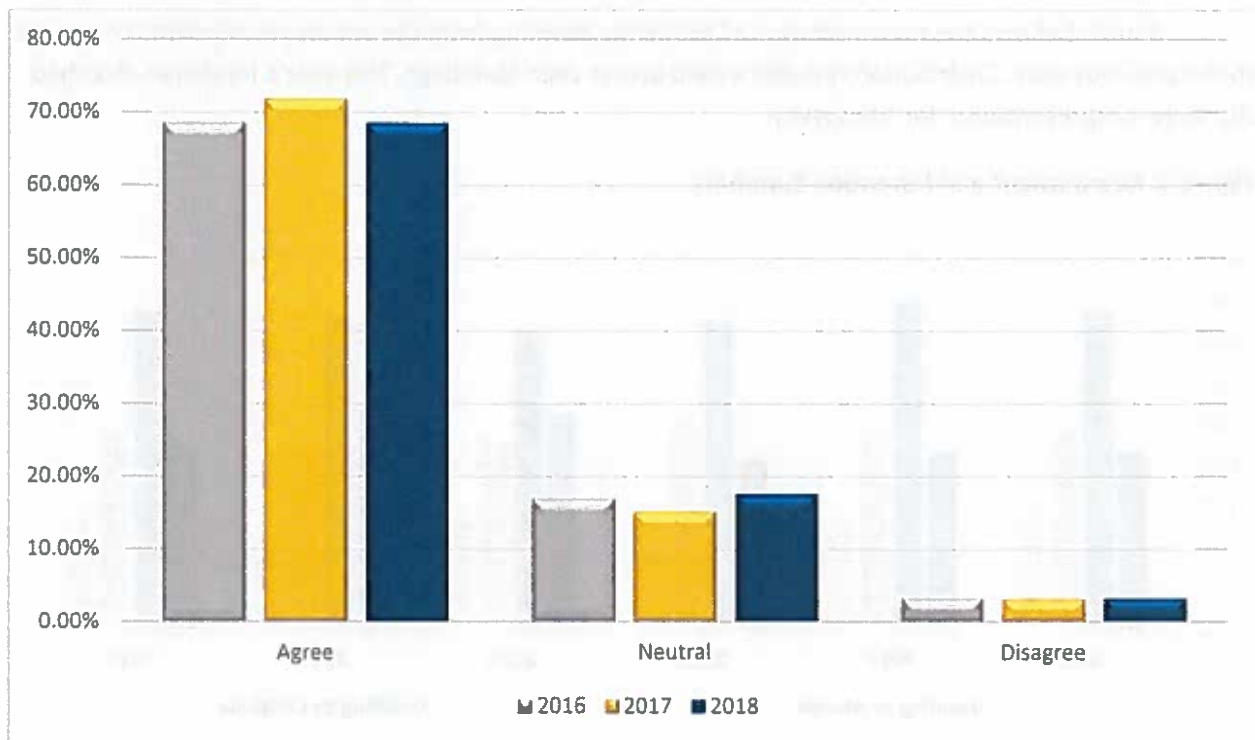


Figure 5 asks if participation in SRWS activities has expanded their interest in staying fit and healthy. 68% (down from 72% in 2017) agree that participation has expanded their interest, which is consistent with the national average reported in 2015, 66%.

Figure 6: Clean, safe, and well-maintained facilities

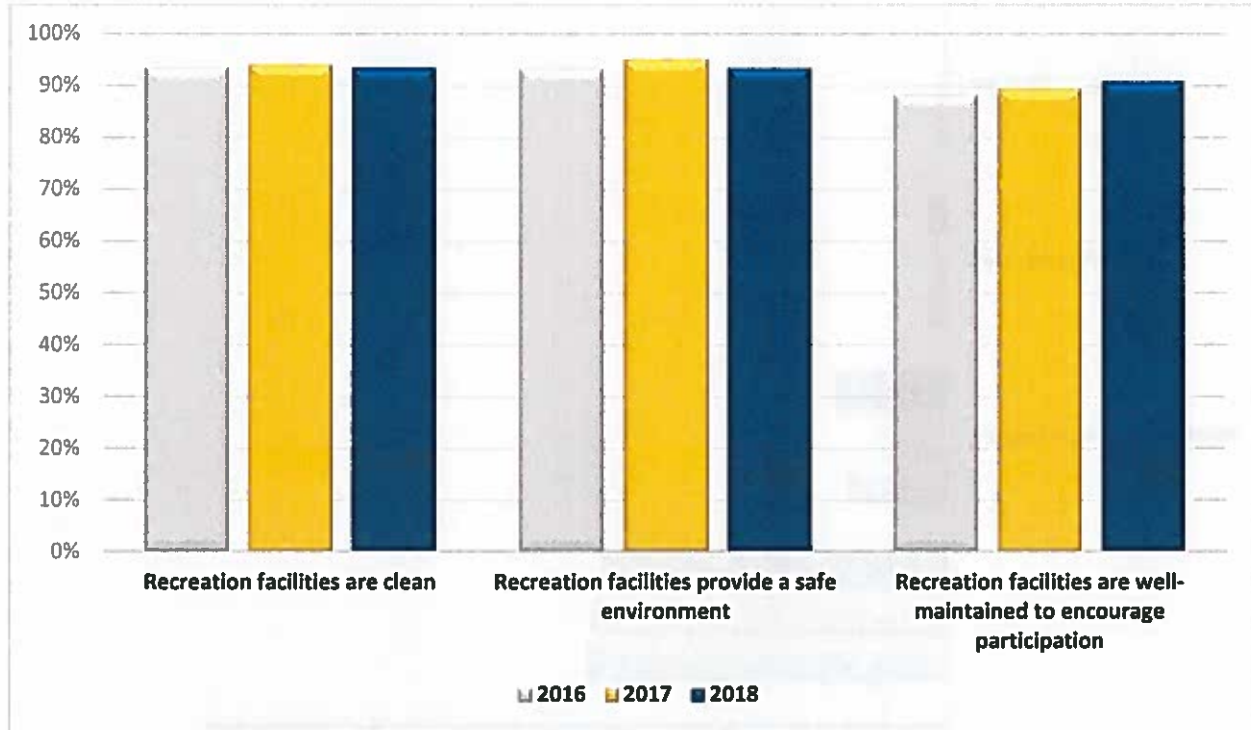


Figure 6 identifies that recreation facilities are clean, safe, and well maintained to encourage participation. In 2018, all three categories show 90% or higher for 'Strongly agree' and 'Somewhat agree', with variations across the 3 years averaging to less than a half percent for any category.

Summary

- **Overall I would recommend Rec facilities, programs, and services to others.**
 - StA SwA NAD SwD StD NB
 - 59% 27% 9% 2% .3% 3% 2018 (1,218 responses)
 - 63% 28% 6% 1% 1% 1% 2017 (2,075)
 - 58% 29% 8% 2% 1% 2% 2016 (2,698)
 - 62% 26% 7% 1% 1% 3% 2015 (2,706)
 - 66% 24% 6% 2% 1% 2% 2014 (1,994)
- Response choices were: Strongly Agree (StA), Somewhat Agree (SwA), Neither Agree nor Disagree (NAD), Somewhat Disagree (SwD), Strongly Disagree(StD) and No Basis to Judge (NB)
- Figure 7 below shows chart of last 3 years.

Figure 7: Overall Recommend

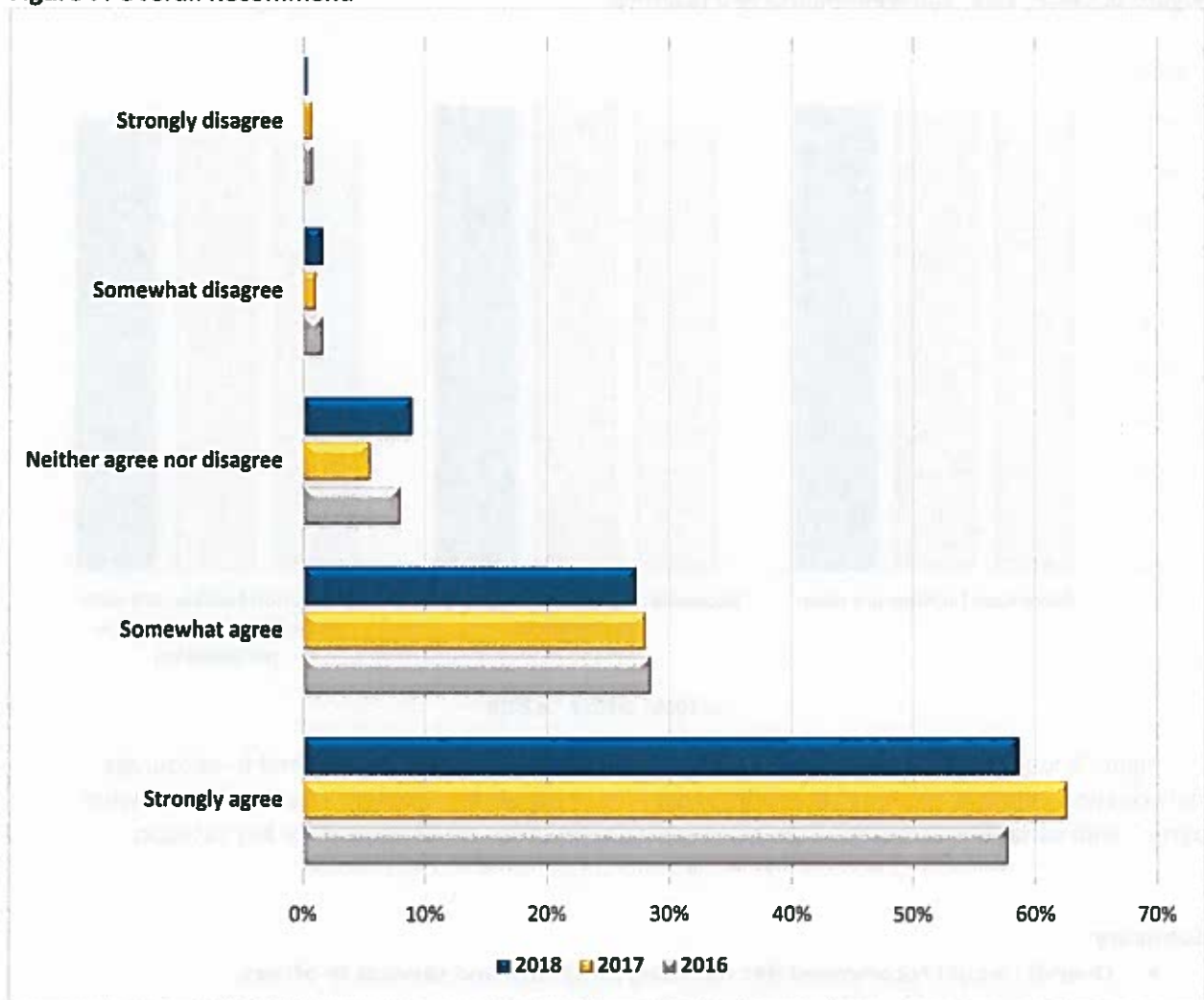


Figure 7 shows a slight decrease in 'Strongly agree' 59% (down from 63%) of respondents would recommend the Rec facilities, programs and services to others. The 'Disagree' responses showed similar responses to 2016 and 2017 responses, while the 'Neither agree nor disagree' increased nearly 4%.

Figure 8: Would you still attend Akron?

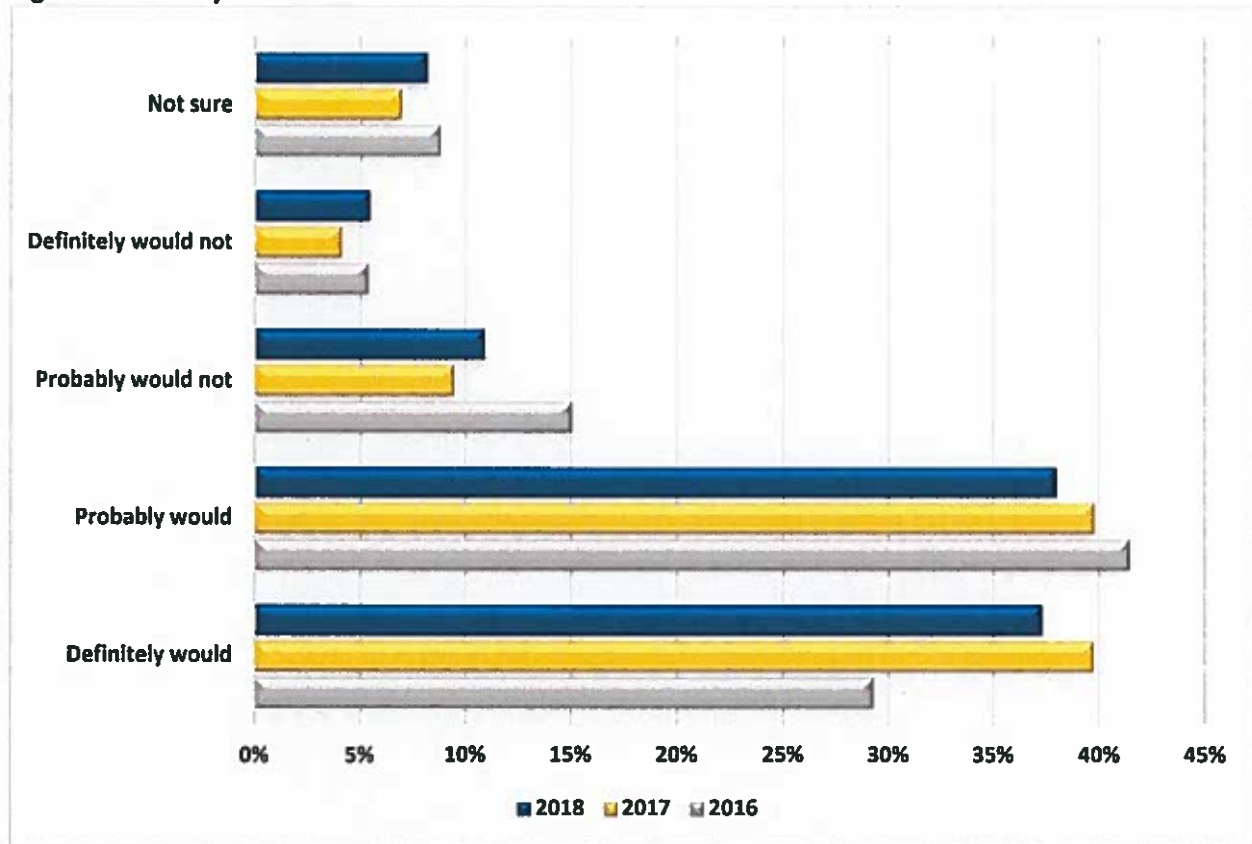


Figure 8 asks “If you could start over again, would you go to the same institution you are attending now?” Positive responses showed a noticeable decrease of about 2% for each response. The positive responses remain much higher than the 2016 numbers, with clear increases in the negative and ‘Not sure’ responses.

Table 1: Membership sales

Membership Type	2016	2017	2018
Faculty/Staff	84.0	123.8	135.3
Alumni	276.5	243.2	302.2
Student (paid)	187.3	180.7	188.0

Table 1 shows annual equivalent membership sale for the three main constituents of The University of Akron Student Recreation and Wellness Services facilities and programs. While slight increases were seen in Faculty/Staff and Students, Alumni showed a significant increase in sales from previous years. The Student (paid) line shows students who do not have the facility fee charged to their student account, and choose to pay the student membership rate to utilize SRWS facilities and programs.

Student Recreation and Wellness Services Personnel

Title	Key Functions	#
Director	Oversight and management of SRWS department and facilities. Develop and implement plans for capital and deferred maintenance projects for facilities which include: SRWC, ONAT, Buchtel Field and Buchtel Field Building. Programming responsibilities related to: club sports, intramurals, informal recreation, outdoor adventure, fitness, promotions/outreach, membership, special events and aquatics. Oversight of 11 contract professionals, 3 staff and over 200 student employees. Establish and implement departmental policies, goals, goals and objectives to support student engagement and success. Provide oversight for all aspects of SRWS budget and fiscal transactions. Direct staff related to planning, execution and assessment of SRWS programs and services. Develop collaborations and partnerships to enhance campus and community engagement.	1
Coordinator, Membership & Personnel	Manages student accounts and personnel processing for over 200 student employees, supports all hiring and employment functions, and coordinates the daily processing of memberships including membership sales and payroll deduction. Tracks cost center reporting and manages record retention, compliance, contracts, and risk management reports on a regular basis. Manage inventory and tracking of supplies, clothing, and pro shop inventory. Assists daily in Pro Shop and membership sales and operations. Responsible for student accounts and highly confidential personnel files and payroll records.	1
Coordinator Business Operations	Manages a complex budget and business operations. Serves as the primary facilitator and manager of all accounting and payable operations. Responsible for accounting activities, maintenance of records, budget forecasting, expense tracking, purchase requests/verification, membership office support, verification of funds disbursement, and assisting with student payroll management. Monitoring and tracking of all department budgets (general fund, auxiliary, EAF, and restricted). Assists in the management of a 4+ million dollar budget as well as 66 UAF/EAF speedtypes and 19 departmental speedtypes with up to 4 different student payroll subcodes (76 total) along with all of the other coding in each budget. Create, receive, track, and process special event invoice payments as well as requisitions in Peoplesoft for approved purchases. Analyze and reconcile information to the general ledger, detect and investigate errors, and resolve associated problems. Daily deposit sales and input information into CashNet system while detecting and investigating processing errors and correcting any discrepancies.	1
Associate Director SRWS	Provides supervision and oversight for all operations functions in the SRWC, ONAT, Central Hower South Gym, and Buchtel Field. Direct supervision of one FTE and indirect supervision of two FTE. Supports the operations in pool and facility related maintenance issues, scheduling procedures, community interaction, risk management and staff development. Areas of responsibility include, aquatics, informal recreation, special events, membership, facility supervisors, and check in areas. Maintains community relationships with multiple organizations. Schedule activities and prepare facilities to be used for programs, events, and academic classes. Event management includes contract preparation, and staffing of facilities during events. Works with department programs, university departments and community for scheduling, billing and contracts, personnel, supervision, oversight, and other related duties involved with facility reservations, event management, and program support. Reviews schedules and billing to internal and external user groups of facilities for special events. Maintain up to date yearly operational schedules.	1
Assistant Director Programs	Oversight and supervision of SRWS programs including four FTE in the areas of fitness and wellness, intramural sports, club sports, and outdoor adventure. Provides critical needed training and development to both professional and student staff and instructs multiple certification courses and instructor trainer courses with the American Red Cross. Assess and evaluates all programs for meeting industry standards and student satisfaction. Coordinates marketing efforts for all program areas. Supports the development and growth of academic excellence through the implementation of nationally recognized programs. Programs are targeted learning pathways in	1

Appendix C – Personnel

	fundamental and advanced skills necessary for students entering the professional fields in sport studies, physical education, and recreation management. Manages all computer and software programs/needs in the department especially with website design and Daxko Sepctrum Management facility and program software.	
Assistant Director Marketing & Informal Recreation	Oversight of two FTE, responsible for an operation that is open 109 hours per week. Hire, train, develop, and evaluate the student staff for marketing, design, outreach, and photographer/videographers. Manage all department marketing and promotion including print, digital, and electronic media insuring proper promotion of operations and services. This includes outreach events and sponsorship programs. Develop, review, and update SRWS membership structure, pricing, promotion and sales identifying new membership opportunities and exploring opportunities to engage under-represented categories. Responsible for both internal and external user groups that are in the facilities 14 hours a day seven days a week in addition to drop in opportunities during open hours.	1
Recreation Technician	Manages the maintenance of SRWS facilities, mainly the SRWC and ONAT. Specific training as a NSPF certified pool operator to maintain the ONAT and leisure pool. Maintains compliance with the Summit County Health Department and Ohio state code requirements for maintenance and operation of pools. Specially trained in the repair and maintenance of fitness equipment and maintenance of all other facility needs working with PFOC as needed. Repairs other equipment and fulfills skilled trade request for safe and effective operations.	1
Manager, Intramurals	Oversight of 35 different intramural sports engaging students and supporting retention efforts in both personal and group leadership development. Hiring, training, and developing 40+ student employees in the positions of intramural supervisor, officials, first responders, and scorekeepers. Train staff in communication, leadership, and conflict resolution skills. Maintain an environment of multicultural respect and develops staff and participants inclusivity. Provides opportunities for student development working towards both personal and professional achievements within the program. Train all student staff in each specific sport regulation and policy and manage programs on a daily and nightly basis. Programs run seven days a week with many occurring until 10pm. Travel with students/teams to extramural events and skill development clinics.	1
Manager, Outdoor Adventure	Responsible for the rock climbing wall, outdoor experiential learning trips and classes, as well as the outdoor adventure equipment rental program. Hires, trains, and certifies all OA student staff as rock wall attendants, trip leaders, and equipment rental specialists. Provides critical need training and skill development to participants who partake in outdoor adventure activities for both professional and student staff and develops systematic plans to make sure all Outdoor Adventure staff certifications and skills are kept at the standard of best practices. Works as the advisor to the Outdoor Adventure Living-Learning Community (LLC). Assesses and evaluates all Outdoor Adventure programs for meeting industry standards and student satisfaction. Created and maintains the department website. Develops team building programs for SRWS, campus community, and facility rentals.	1
Manager, Club Sports	Provides guidance, student development, supervision and support to 35 Club teams and participants. Fiscally responsible for all club sport budgets and reports. Works with Undergraduate Student Government and assists with student organizational foundation development. Works with club and department leadership on compliance, travel, funding, and risk management training/development and reporting for all clubs. Oversee and manage the eligibility process for each club team and participants. Conducts year-end equipment inventory to ensure proper use and control of inventory. Organizes and conducts current and new leadership officer training oriented to program policies, procedures and while assisting with personal and professional growth. Assist club teams with the coordination and use of on- and off-campus facilities. Represents student issues and concerns to the campus at large.	1
Manger, Fitness & Wellness	Responsible for 50+ student assistants in an operation that is open 109 hours per week. Holding specific certification, training, and experience to manage the risk and responsibility in a recreational fitness program and manage the student employee training, development, and	1

Appendix C – Personnel

	<p>certification process. Manages programs occurring 14 hours a day six days a week in addition to drop in fitness opportunities during open hours. Hires and develops all fitness staff including personal trainers, fitness managers, group exercise instructors, and fitness floor employees. Manage a diverse offering of group exercise programs. Oversees all wellness screening and wellness services offered within SRWS. Additional critical responsibilities also include developing health and wellness initiatives on campus, campus presentations on Fitness and Wellness, and fitness equipment maintenance.</p>	
<p>Manager, Facilities & Aquatics</p>	<p>Responsible for 40+ student assistants in an operation that is open 109 hours per week. Requires multiple certifications, training, and experience to manage the risk and responsibility in an aquatic and facilities with student employee training, development, and certifications. Works with both internal and external user groups that are in the facilities 14 hours a day seven days a week in addition to drop in opportunities during open hours. Develops all aquatic student staff including head lifeguard, lifeguard, water safety instructor, Colorado operator, lifeguard instructor, CPR/AED and First Aid Instructor. Oversees all daily operations for ONAT competition pool, SRWC Leisure Pool and Spa, and ONAT front desk operation; to include scheduling staff to maintain appropriate supervision required per state code. Schedule facilities with coaches and administrators to schedule the following; UA Women’s Swimming and Diving team practices and events, Sport Science and Wellness Education classes, High School Swimming and Diving practices and events, USA Club swimming and diving practices and events, YMCA swim team practices and events and SRWS programs.</p>	<p>1</p>
<p>Coordinator, Informal Recreation</p>	<p>Responsible for 60+ student assistants in facility operations and supervision. This position requires multiple certifications, training, and experience to manage the risk and responsibility in informal recreation and facilities management of the SRWC, ONAT, Buchtel Field, and Central Hower gym. Develop student employee training, progression, and certification tracking and process. Responsible for both internal and external user groups that are in the facilities 14 hours a day seven days a week in addition to drop in opportunities during open hours. Develops all informal recreation staff including supervisors, front desk, court monitors, equipment checkout, and student custodial. Oversee all daily operations; to maintain appropriate supervision. Additional critical responsibilities include schedule facilities for groups and events that also support revenue generation.</p>	<p>1</p>
<p>Coordinator, Programs</p>	<p>Supports programming in fitness, wellness, intramural sports, club sports, and outdoor adventure. Recruit, hire, train, and develop the supervision of student staff. Provides program supervision and management of programs taking place 16 hours a day, 7 days a week, requiring a rotating schedule to cover evening and weekend programs including special events. Schedule and manage the department First Aid, CPR, and AED certification program and audits; a requirement of SRWS student employees. Coordinate department certification courses for student development and community revenue generation in courses such as American Red Cross (First Aid, CPR, AED, Professional rescuer, Lifeguarding), ACE fitness certifications, American Canoe Association courses, AMGA Climbing Wall Instructor courses, and specialty group exercise programs. Assist in the development of large scale campus/department events assessment of programs and services.</p>	<p>1</p>

