

Executive Director of Recreation and Wellbeing (0548)
Recreation & Wellbeing, 74439
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=249097>

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Posted Nov. 18, 2024, set to expire Mar. 16, 2025

Job Title	Executive Director of Recreation and Wellbeing (0548) Recreation & Wellbeing, 74439
Department	Recreation & Wellbeing
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5809600

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Recreation & Wellbeing (RecWell) within Health & Wellbeing in the Division of Student Affairs provides UC Berkeley students, faculty, staff, and alumni, as well as the broader community, with a wide range of recreational activities. Programs and services range from group fitness, aquatics, adventure trips, drop-in fitness and recreation, intramural sports, sport clubs, personal training, and youth programs, and many other activities. RecWell is enhanced by its indoor and outdoor facilities, including three indoor locations, four pools, five tennis courts, and an outdoor adventure center at the Berkeley Marina. RecWell aspires to be at the forefront of collegiate recreation and campus well-being.

Position Summary

Reporting to the Associate Vice Chancellor for Health & Wellbeing, the Executive Director (ED) oversees the management, leadership, and day-to-day operations of Recreation & Wellbeing (RecWell). The ED reports to the Associate Vice Chancellor of Health & Wellbeing. Manages approximately eight direct reports with oversight over Competitive Sports Programs, Fitness, Youth Programs, Aquatics, Cal Adventures, and Recreation Facilities and Operations. Additionally, RecWell is supported by approximately 850 professional and student staff, including seasonal staff who support summer youth programs. Manages an annual budget of approximately \$19 million, including student fees, revenue generation, grants, and philanthropy funds. Assesses the higher education recreation landscape and market research for trends, impacts, and implications and utilizes data and best practices to develop vision and strategy and set long-term goals and objectives. Successfully incorporates diversity, equity, inclusion, belonging, and justice frameworks into all aspects of their role,

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and embeds those principles into the operations, programs, and services provided by RecWell. Ensures programming, services, and operations meet recreation standards and are compliant with applicable laws, regulations, and policies. Manages, is responsive to, and informs campus and divisional leadership of high level risk, compliance, and legal situations involving RecWell programs, services, and operations.

Partners with a variety of internal and external stakeholders including leaders in Health & Wellbeing and Student Affairs, broader campus leadership, academic departments, Risk, Legal, Cal Athletics, and the City of Albany and Berkeley. Develops and maintains relationships with National Intramural and Recreational Sports association and other recreation leaders in the UC system and across the field to stay current on best practices, emerging issues and trends, and innovative solutions relating to RecWell programs, services, and operations.

Serves on the Health & Wellbeing leadership team. May be asked to serve on the Student Affairs Senior Council as well as divisional and campus strategic initiatives, work groups, and task forces.

Application Review Date

The First Review Date for this job is: 11/29/2024

Responsibilities

30% - Organizational Management and Leadership

- Provide operational guidance and direction for achieving organizational objectives (operational and budget processes, staff FTE, finance, human resources, and facilities and space planning in alignment with campus and divisional policies and processes).
- Make decisions on allocating resources, including capital and people, to achieve strategic priorities.
- Create a sustainable funding model, generate revenue, fundraise, secure sponsorships, and identify grant funding.
- Develop and implement a strategic vision for RecWell that is aligned with the Health & Wellbeing, Division of Student Affairs and the campus strategic plans.
- Lead and manage a diverse team of recreation professionals, health educators, and support staff. Foster professional development, mentorship, and career growth opportunities for staff.
- Instill strong management practices among subordinate managers.
- Set the tone and culture for all RecWell staff.
- Responsible for ensuring equitable access to services and integrating diversity, equity, inclusion,

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and belonging frameworks into all aspects of programs, services, and operations.

- Provide strategic direction to direct reporting managers on recreation, fitness, and youth programs and policies.
- Set and monitor management controls, including the development and utilization of methods for data analysis, reporting, and continuous improvement.

25% - Strategic Partnerships and Relationship Development

- Develop and maintain effective partnerships critical to the success of RecWell, including but not limited to: Cal Athletics, academic departments, Legal, Risk Services, University Business Partnerships and Services, the City of Albany, and the City of Berkeley.
- Navigate the campus' complex environment and possess the political acumen to articulate their vision to a variety of constituencies.
- Articulate defined vision and needs of RecWell to constituents and stakeholders including students, faculty, staff, campus and divisional leadership, donors, and alumni.
- Communicate effectively with stakeholders and respond to high level or sensitive inquiries.
- Collaborate with departments within Health and Wellbeing and the Division of Student Affairs to provide comprehensive services and programming.

20% - Facility and Operations Management

- Through direct reports, manage recreation centers and fitness facilities and buildings, ensuring they are safe, accessible, and well-maintained.
- Coordinate renovations, upgrades, equipment replacement or new facility projects when needed.
- Secure funding for building and facility maintenance and renovations.
- Work closely with the Board of Governors to ensure the appropriate use of the Recreation Sports Facility.
- Through direct reports, oversee fitness operations, customer service center, and passport services.

20% - Risk and Liability Management

- Ensure that all programs and facilities comply with relevant safety, health, and legal standards.
- Develop risk management strategies to ensure participant safety and minimize liability.
- Maintain up-to-date knowledge of policies, laws, and best practice related to working with minors, including training and hiring of staff who work with minors, and reporting requirements.

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- Ensure full staff are in compliance with training requirements.
- Inform divisional and campus executive leadership on legal or risk related reports that could jeopardize operations or reputation.
- Establish an Emergency Action Plan and Business Continuity Plan in the event of a crisis or emergency that would impact operations.

5% - Professional Development and Other Duties as Assigned

- Engagement with UC system and leaders and professional associations (NIRSA, NASPA, ACPA, etc).
- Identify professional development activities that would enhance skills, knowledge, or experience.

Required Qualifications

- Previous experience overseeing a campus recreation program in a R1 University environment.
- Excellent leadership abilities to oversee multiple functions or departments through subordinate managers.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Advanced knowledge of financial analysis, human resources and risk management as it relates to recreational sports programs and services.
- Deep understanding of recreation, fitness, and wellness program design, including intramural sports and fitness services.
- Deep understanding of health and safety standards, ensuring that all programs and facilities comply with industry regulations and institutional policies.
- Finance expertise, including the ability to create a sustainable funding model, fundraise, secure sponsorship and grant funding.
- Skills in establishing and implementing customer service standards.
- Excellent ability to establish metrics for department and employee goals, which measure effectiveness of contributions to efficient operations of the department.
- Ability to develop relationships within UC System and professional associations (NIRSA, NASPA, ACPA, etc).
- Experience managing large, multi-use recreational facilities, including scheduling, maintenance, and risk management.
- Ability to manage emergency situations, such as medical incidents or facility breakdowns, with a focus on minimizing risk and ensuring participant safety.

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- Advanced project management skills, including the capability to manage capital projects.
- Ability to focus and prioritize program and service offerings based on the needs of the students, faculty and staff.
- Lead strategic initiatives aligned with Health and Wellbeing, Student Affairs, and campus' strategic plan.
- Ability to navigate a complex and political environment with often competing priorities and limited resources.
- Possess the political acumen and emotional intelligence to articulate defined vision of fitness and wellness within University setting and elevate department profile with various campus stakeholders, both internally and externally.
- Demonstrated operational application of DEIBJ theory and best practices.
- Interpersonal skills to work effectively and establish collaborative working relationships with persons from diverse backgrounds and at various organizational levels within and outside the university, with sensitivity to the cultural differences of a diverse campus population.
- Knowledge of FERPA, California state laws, and CANRA regulating privacy, confidentiality, and reporting.

EDUCATION

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in Higher Education, Recreational Management, or comparable academic discipline.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in

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making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is **\$160,000.00 - \$190,000.00.**

How to Apply

- To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5809600&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).



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The [University of California's Anti-Discrimination policy](#).

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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