

Colleges of the Fenway (COF) is a collaborative effort of five neighboring Boston-based colleges in the Longwood Medical and Academic area. This collaboration was created to add value to student academic and social life while seeking innovative methods of investing in new services and containing the costs of higher education.

COF is looking for a Director of Recreational Sports and Intramurals to be responsible for the development, organization, management, and promotion of a shared COF intramural and recreational sports program for students, faculty and staff at the five member institutions. The Director will continue to develop the vision for the program and work with various campus constituencies to bring the vision to fruition.

### **Notable Responsibilities**

- Develop, promote and administer all aspects of a recreation intramural sports program across the COF, including leagues, tournaments and special events and open, women's and coeducational intramural leagues.
- Create and promote special events, such as Bowling Nights, Glow Run, Turkey Trot, and kayaking to generate interest in recreational sports.
- Implement new e-sports initiative as a recreational athletics program.
- Work closely with each college's athletics and student activities departments to define needs, build connections and negotiate space for the program. Negotiate external facilities as needed.
- Schedule, coordinate and facilitate meetings of the COF Recreational Sports and Intramurals Advisory Board.
- Hire, train and oversee supervisors, officials, scorekeepers and other student workers for all intramural and special events.
- Facilitate communication with outside agencies and vendors as appropriate, including securing city permits.
- Develop and implement assessment and evaluation mechanisms, providing data and reports to key COF committees including the vice presidents of student affairs, student governments and coordinating council.
- Evaluate, develop and ensure compliance with best practices in program and risk management.
- Manage the Intramural budget.
- Purchase and maintain inventory of program equipment.
- Attend bi-weekly Student Activities Committee meetings.
- Serve as a key member of the COF staff; maintain online updates for program, attend monthly COF staff meetings, provide monthly reports to the Senior Director, Programs and Communications, represent COF at various functions, including Block Party, activities fairs and open houses.

### **Required Qualifications**

- Bachelor's degree in Recreation and Intramurals, Sports Management, Sports Promotion or related field. Master's degree preferred.
- Four years of experience in intramurals or recreational athletics. Experience in college or university intramurals leagues required.
- RCRSP designation preferred. High school and/or college officiating certifications preferred.
- Proficiency in Microsoft Office Suite software.
- Ability to foster trust and build interpersonal relationships.
- Strong organizational skills; high degree of energy and creativity.
- Ability to take initiative, work independently and with groups.
- Familiarity with social media preferred.
- Ability and willingness to work evenings and weekends required.

*Moderate to active physical activity required. Ability to occasionally physically lift and move a minimum of 50 pounds. Ability to work in hot and cold indoor facilities and exposure to varying outdoor weather and field conditions.*

**Qualified and Interested?**

Submit your resume and cover letter by clicking the button below or pasting the link into your browser.



<https://theapplicantmanager.com/jobs?pos=M3285>

*A criminal background investigation is required for the hired candidate and results may impact employment. Relocation assistance not available. Principals only please.*