

# Adventure Pursuits Supervisor Job Description



Campus Recreation Services consists of six program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a completed CRS job application and interview, and may vary based upon position and program area.

**Supervisor:** Coordinator of Adventure Pursuits

## **Supervisor Position Description**

Supervisors are responsible for the overall supervision of their program areas which includes supervising specific programs, the facility, and/or entry level staff. This position requires critical thinking skills and the ability to work independently. Supervisors must work constructively and collaborate with other CRS program areas. Supervisors are expected to maintain an awareness of potential problems while creating a warm and welcoming atmosphere in their particular program area.

## **Specific Responsibilities**

- Enforce Adventure Pursuits' policies through existing procedures
- If necessary, performing duties required of Climbing Gym and Outdoor Trip Center Supervisors
- Advertise and market all areas of Adventure Pursuits
- Complete paperwork required for Adventure Pursuits programs
- Create manuals, training binders and materials
- Research information pertaining to Adventure Pursuits
- Plan and assist with special events
- Work scheduled hours and show up on time for all shifts
- Maintain the overall cleanliness of the office
- Seek continuing education in activities and information
- Attend conferences and represent Adventure Pursuits and Towson University in a professional manner

## **Minimum Qualifications**

- Basic computer skills and working knowledge of Microsoft Office programs
- Must interact well with people
- A positive attitude toward the University and its constituents
- Working knowledge of all Adventure Pursuits program areas and Campus Recreation Services policies