

PROGRAM DIRECTOR RECREATION AND LEISURE SERVICES

JOB DESCRIPTION

The Program Director represents the Recreation and Leisure Services Program (RCLS) in administrative and budgetary matters, student and faculty policies, and management of the curriculum. This position involves overseeing five full-time faculty, alumni and student advisory groups and the coordination of accreditation reviews.

The Program Director works closely with the Physical Education, Health and Recreation (PEHR) Chair to manage the teaching, research, and public service functions of the RCLS faculty.

- Our department encourages excellence in instruction, scholarship, and service to the community.
- Each faculty has an individual Faculty Activity Plan which addresses the three primary components mentioned above.
- This plan is approved by the PEHR Department personnel committee.

The Program Director prepares budget proposals on behalf of the RCLS faculty as yearly budgetary allocations are given to the PEHR Department from the Dean via the Academic Provost.

- Proposals are presented and discussed in regular meetings with the PEHR Chair and the program directors.
- Ideas are then brought before the entire faculty for prioritization and approval.

The Program Director is responsible for all policies and procedures related to students.

- Holds monthly advisory meetings with student representatives from the three areas (outdoor, therapeutic, and management) to allow input regarding curriculum, internships, and various university policies and procedures.
- Coordinates periodic internship reviews, including site investigation and internship manual updates.

The Program Director is responsible for assuring quality control in maintaining student records by providing examples and feedback on trends or procedures.

- Each RCLS faculty member is required to keep student folders with particular advising forms.
- The PEHR Department Chair, along with the PEHR administrative assistant assure that the day-to-day maintenance of purchasing, personnel, payroll, budget, travel, and goods and services records are maintained.

The Program Director encourages each RCLS faculty member to engage in professional development opportunities at the local, state, and national level.

- Each tenure track faculty at EWU is allocated \$1200 per year for professional development, i.e., conferences, training opportunities, and professional memberships.

- Each faculty is allowed to request a greater amount should a surplus in the PEHR Department exist and the PEHR Chair and program directors decide the allocations.

The Program Director is responsible for the evaluation and implementation of the curriculum in the RCLS Program.

- Coordinates quarterly on-line alumni evaluations of issues and actual course outlines beginning summer quarter, 2001.
- Conducts periodic reviews of new courses and revision of old courses with RCLS faculty.

The Program Director jointly establishes personnel policies and procedures with the PEHR Department Chair in accordance with university guidelines.

- All program directors in PEHR regularly meet with the Chair for feedback.

The Program Director holds regular staff meetings with the RCLS faculty for input into various personnel matters.