



CAREER OPPORTUNITY

Job Title: Recreation Coordinator
Department: Health & Wellness
Reports To: Director of Health & Wellness, Dr. Jen Perry

ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at www.wellsllp.com.

Position Overview

The Recreation Coordinator is responsible for intramurals, co-curricular sports programs, open recreational gym usage, off-campus recreation and those programs designated as priority Wells & Associates, LLP, needs in accordance with the Health & Fitness Center. He/she will act as a resource for staff and must display a willingness to work as a team member of the staff. He/she will be required to know and enforce all departmental policies and emergency procedures.

General Responsibilities

Act as a resource for other staff in the areas of sports programs, student clubs and organizations, intramurals and Member/Student group reservations. Possess a thorough knowledge of recreation management software/point-of-sale systems and department policies and procedure and provide outstanding customer service. Develop, promote, evaluate and update a comprehensive schedule of intramural programs and off campus recreation activities. Coordinate, promote and grow the reach of Wellness programs provided by Wells & Associates. Interacts with co-workers, visitors, and other staff consistent with the values of Wells & Associates.

Qualifications

Minimum: HS/GED Diploma + 2 years of relevant experience in a collegiate recreation setting. Bachelor's degree preferred. CPR/First Aid certifications preferred. Must be proficient in Microsoft Office apps including Word, Publisher, Excel, and PowerPoint, as well as Prezi.

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200 PROSPECT ST. | EAST STROUDSBURG, PA 18301

www.wellsllp.com



Salary and Benefits

- \$35,800/year + competitive benefits package

How to Apply

Please address cover letter to the following: Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

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