



Assistant Director - Intramural and Recreation Programs

Centers at DePaul University

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Closing Date:

Salary: \$51,000 - \$58,000

Description:

CENTERS, LLC is a professional management firm specializing in facility, operation, and program management for higher education. CENTERS' management approach is customized for each client yet retains our uniform quality. Our firm unites site staff with a centralized administrative team, each contributing to the firm's goals and client needs. The CENTERS team is innovative, entrepreneurial, trail-blazing, and ambitious for both CENTERS and our clients. Today, CENTERS provides management services for 14 clients.

Commitment to the well-being, security, and future of our employees is a priority. View the comprehensive information about the competitive benefits package on our careers page then scroll down to **CENTERS Benefits** (click link to view).

Responsibilities

The Assistant Director - Intramural and Recreational Programs is primarily responsible for the administration of the intramural sports program, with additional oversight of team challenge, "Play by Design" and additional recreational activities.

This position will work on-site at our DePaul University client location in the Lincoln Park neighborhood of Chicago, IL. Since the opening of the Rey Meyer Fitness and Recreation Center in 1999, CENTERS has provided recreation management services to DePaul. DePaul is an innovative Catholic Vincentian university anchored in the global city of Chicago. It is dedicated to making education accessible to all with a special focus on underserved and underrepresented communities.

Essential Functions:

- Develop, coordinate, and manage a comprehensive intramural sports program, including leagues, tournaments, and special events.
- Oversee daily operations of intramural events, including facility setup, risk management, conflict resolution, and emergency response.
- Monitor program budgets, manage equipment inventory, and coordinate purchasing in alignment with departmental goals.
- Utilize scheduling and registration software (e.g., IMLeagues) to manage participants, schedules, standings, and communication.

- Evaluate program effectiveness using participant feedback, staff input, and data analysis to drive continuous improvement.
- Develop innovative, one-time programs to expand the reach and visibility of Campus Recreation.
- Collaborate with student leaders and university partners to align programs with group goals and development needs.
- Prepare participation reports on a quarterly and annual basis.
- Promote programs through collaboration with campus and community partners.
- Serve on university committees as opportunities arise.
- Establish and maintain a risk management plan in compliance with industry standards.
- Participate in staff and departmental meetings.

Staff Supervision:

- Recruit, hire, train, schedule, and evaluate student officials and supervisors to ensure quality programming and rule enforcement.
- Supervise student facilitators supporting team challenge activities.

Site-Specific Responsibilities:

- Administer the Play by Design program to create customized recreational experiences for diverse student organizations.
- Lead and support campus-wide initiatives such as Real Life Recess and The Vinny Games to enhance student engagement.
- Design and facilitate team challenges that promote collaboration, leadership, and problem-solving among student groups.

Education and Experience

- Bachelor's degree or 6 or more years of work experience; Master's preferred.
- At least three (3) years of related experience.
- Demonstrated experience developing/managing comprehensive sport programming.
- Knowledge of standard practices in recreational sports.
- Experience officiating and/or training officials preferred.

Skills and Abilities

- Demonstrated leadership and supervisory abilities.
- Demonstrated experience and abilities to work as part of a professional team that collaborates effectively with colleagues.
- Entrepreneurial spirit and enthusiasm.
- Analytical skills to identify problems; assess alternatives; and render consistent, logical decisions.
- Excellent written and oral communication skills.
- Strong computer skills.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

CENTERS is an Equal Opportunity Employer.