

Position: Voller Athletic Center Manager

Reports to: Associate Director of Athletic and VAC Operations

Roberts Wesleyan University Department of Athletics is seeking candidates for the Voller Athletic Center Manager position. This is a part-time position (30 hours/week). The Voller Athletic Center Manager will provide leadership in the effective management of the Voller Athletic Center operations inclusive of membership management, external client contracting and communications, creation and management of program offerings, and will act as a liaison for campus groups and VAC usage.

Roberts Wesleyan is a member of the NCAA Division II, National Christian College Athletic Association and participates in the East Coast Conference. In keeping with our mission, Roberts Wesleyan University provides an education that focuses on scholarship, spiritual formation, and service. The successful candidate will report directly to the Associate Director of Athletic and VAC Operations.

Summary of Responsibilities:

Qualifications:

- Bachelor's degree preferred
- 1 to 3 years of facility or event management experience
- Excellent communication and operational management skills
- Strong customer service and organizational skills
- Organized, energetic, enthusiastic, ability to multitask
- Works well with people

Responsibilities include but are not limited to the representative knowledge, skills, and ability to:

- Manage the VAC Membership program with attention to customer satisfaction, communications, and revenue.
- Provide leadership for the VAC to assure customer satisfaction, safety, student supervision, and event coordination
- Explore opportunities for expanded use of the athletic facilities by the community and external organizations to create additional revenue.
- Create and manage new and exciting program offerings for members and students

The approved rate of pay for this position is: \$18.00/hr

To apply:

To apply, submit a resume and cover letter to: recruiting@roberts.edu.

Roberts and Northeastern comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity.

About Roberts Wesleyan University:

The dedicated Staff and Faculty of Roberts Wesleyan University and Northeastern Seminary are committed to assuring a Christ-centered educational environment of excellence. Located in Rochester, New York, RWU offers 60+ undergraduate majors to about 1,000 students. As a community of learners committed to historic Christianity, Roberts Wesleyan University seeks to prepare thoughtful, spiritually mature, service-oriented people who will help transform society. The University and Seminary offer a competitive benefits package including health and dental insurance, a generous time off benefit and outstanding tuition benefits for employees and their dependents.