



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its programs or activities.

# ANNOUNCEMENT

June 14, 2019

**THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:**

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Announcement No. 069-19**

**Position Title**  
**RECREATIONAL SPORTS COORDINATOR**

**CHARACTER OF DUTIES**

Coordinate and assist in the management of the UOG-GovGuam Wellness Program. Coordinate and manage the UOG Student Wellness Program. Support and assist in the supervision of Triton Fitness Room student employees. Support and assist in the supervision of Recreation student employees. Support and collect fees for the utilization of the Triton Fitness Room. Coordinate and implement the annual President's Cup program, annual 5K Run/Walk, annual Charter Day Programs, and support the UOG Recreation Intramural Program. Schedule and support the schedule of Recreation classes (e.g., yoga, Zumba). Manage the Recreation "Walking" program. Manage UOG Recreation Website and Facebook Pages and other social media. Manage and work with Recreation Clubs. Develop and help manage Recreation Outdoor programs. Develop and help manage Healthy Seminar programs. Provide student services to include: Issuing recreation equipment, providing program information, providing Triton Fitness Center information. Market and promote Recreation to: UOG students, faculty, staff, and the public. Serve as resource support for and during special events for UOG Recreation, Athletic and the Field House. Set-up, break down and maintain UOG Arena equipment and facilities to run intramurals and open play for students and other events. Provide administrative assistance as needed to the Recreation Office. Develop and use posters, flyers, and other physical advertising methods to promote Recreation events and programs.

*vice*

**CHARACTER OF DUTIES**

Coordinate and assist in the management of the UOG-GovGuam Wellness Program. Coordinate and manage the UOG Student Wellness Program. Coordinate in the management of the UOG Adventure Sport Camps. Market and promote Adventure Sport Camps by multiple methods to include social media and physical methods. Support and assist in the supervision of Triton Fitness Room student employees. Support and assist in the supervision of Recreation student employees. Support and collect fees for the utilization of the Triton Fitness Room. Coordinate and implement the annual President's Cup program, annual 5K Run/Walk, annual Charter Day Programs, and support the UOG Recreation Intramural Program. Schedule and support the schedule of Recreation classes (e.g., yoga, Zumba). Manage the Recreation "Walking" program. Manage UOG Recreation Website and Facebook Pages and other social media. Manage and work with Recreation Clubs. Develop and help manage Recreation Outdoor programs. Develop and help manage Healthy Seminar programs. Provide student services to include: Issuing recreation equipment, providing program information, providing Triton Fitness Center information. Market and promote Recreation to: UOG students, faculty, staff, and the public. Serve as resource support for and during special events for UOG Recreation, Athletic and the Field House. Set-up, break down and maintain UOG Arena equipment and facilities to run intramurals and open play for students and other events. Provide administrative assistance as needed to the Recreation Office. Develop and use posters, flyers, and other physical advertising methods to promote Recreation events and programs.

**FOR MORE INFORMATION:**

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

**THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO, and Title IX/ADA Coordinator, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Recreational Sports Coordinator.06/14/19*  
*Approved by ACTING CHRO 06/14/19*