



TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System

Other (list job title and job description here): _____

PAY RATE JUSTIFICATION (if the rate of pay exceeds the normal rate suggested by Employee Services):

BENEFITS PROVIDED TO EMPLOYEE (include transportation, rooms and board, etc.):

Program Director (Print): _____ **Date:** _____

Program Director Signature: _____

**If it is an athletic program, the employee roster must be approved and signed by the Athletic Compliance Officer.*

Athletic Compliance Officer (Print): _____ **Date:** _____

Athletic Compliance Officer Signature: _____



Job Duties by Title

Program Director

Design, deliver, and evaluate the program to meet the needs and interests of the target populations and ensure their delivery in a safe and quality manner. Publicize and promote the program to meet the desired level of participation. Develop and implement safety and emergency procedures. Develop and monitor budget for the operation of the program. Recruit staff based on program enrollment and program management requirements. Hire, train, supervise, and evaluate seasonal and year-round staff.

Asst. Program Director/Supervisor/Program Coordinator

Responsible for the program registration, securing and distribution of prescription medications, and securing all confidential information in a designated notebook on site. Maintains standards which promote health, safety and welfare of participants. Activates emergency procedures when applicable. Ensures the program areas are kept free of hazards and debris. Will function as needed for registration, schedule coordination and other miscellaneous duties as assigned. Upon request from the Director or Asst. Director, assists with the supervision and overnight monitoring of participants within the residential facilities. Seek assistance when needed from program director.

Counselor/Instructor/Position Coach

Assist with the supervision of participants within the program. Responsible for providing verbal and/or visual instructions to individual participants or small groups on proper attitude, form and technique to develop skills in a specified activity. Maintains standards which promote health, safety and welfare of participants. Will function as needed for registration, schedule coordination and other miscellaneous duties as assigned. Fairly and consistently enforce program and institutional rules.

Residential Staff

Assist with the supervision and overnight monitoring of participants within the residential facilities. Monitor activities within the facility to ensure they are kept free of hazards and debris. Fairly and consistently enforce program and institutional rules. Seek assistance when needed from program director and staff supervisor. Assist with providing direction and assistance to the residents in the event an emergency occurs within the facility.

Nurse/Trainer

Assist with the supervision of participants within the program. Distribution of medications when applicable. Provide CPR, First Aid and AED coverage when available. Provide direct care to participants and staff within the scope of their skills. Monitor and assist in maintaining health and safety practices within the program.

University Sponsor

Provides coordination between the Third-party Program Director and the University Director for Conferencing and Event Services.

Other/Volunteer