

Associate Director of Programs (0329U), Recreation &
Wellbeing - 78038
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264436>

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Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title	Associate Director of Programs (0329U), Recreation & Wellbeing - 78038
Department	Recreation & Wellbeing
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Sport & Exercise Science
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Job Description

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Associate Director of Programs (0329U), Recreation & Wellbeing - 78038

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

Position Summary

The Associate Director may supervise the Fitness, Aquatics, Adventures, Competitive Sports, and Youth areas. The Director achieves organizational objectives through their supervision of staff. The incumbent must have a very clear understanding of industry trends, policies and regulations as well as the importance of customer service, communication skills, program development, staff development, and training in order to enhance all programs and staff. They represent the department in divisional and campus committees and workgroups as needed. This position sits on the RecWell leadership team.

Application Review Date

The First Review Date for this job is: 11/05/2025.

Responsibilities

SUPERVISION:

- Manages and evaluates performance of direct reports and recreation instructors and support staff.

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- Oversee several program supervisors who are responsible for recruiting and hiring professional program staff, performance assessments, career/professional development, and adherence to job standards.
- Serve as a member of the department leadership team, lead cross departmental (program) area meetings, and ensure staff of all levels under their vertical are cued in to information and departmental updates.
- Support areas where staff are out of leave or need more assistance by performing more hands-on functions as needed.

PROGRAMMING:

- Creates, develops, and manages programs through subordinate supervisors for the following areas: Adventures, Aquatics, Fitness, the Office of Competitive Sports, and/or Youth. Creates and implements program policies and procedures. Ensures each program generates adequate revenue to support program, department, and divisional needs.
- Coordinates logistics for each program area with respective Recreation & Wellbeing departments including RecOps, Marketing, and Facilities to plan and implement programs.
- Partners with on-campus departments and outside agencies to deliver programming.
- Develops and implements public relations and promotional programs.

BUDGET MANAGEMENT:

- Develops and manages program and operational budgets for program areas.
- Oversees all department purchasing, payment, and payroll functions.
- Works with system-wide partners to secure best pricing and service agreements within the UC system.
- Oversees collection of fees and other program revenue.
- Researches and requests grants to support new fitness program initiatives.

REPORTING:

- Develops and prepares budgets and financial reports for funding which may be complex. Performs recharge administration.
- Performs studies for resource plans, including approaches, trends, sources and uses. Gathers, analyzes, prepares and summarizes financial and HR reports.

RISK MANAGEMENT:

- Provides risk management oversight for program operations and creates/implements procedures

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to ensure the safety of participants and employees.

- Ensures safety guidelines are adhered to.
- Works with other campus departments and UCOP to establish system-wide guidelines and implement changes within the campus environment.

Required Qualifications

- Has knowledge of program activity and industry best practices.
- Demonstrated leadership and inter-personal skills and the ability to work effectively across the organization, internally and externally.
- Strong service orientation, program management, sound judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.
- Must have demonstrated fiscal management abilities.
- Client service minded, entrepreneurial spirit and creative thinking.
- Must have highly effective verbal and written English communication skills.
- Knowledge of and/or can quickly learn campus policies and procedures.
- Red Cross CPR.
- Red Cross First Aid Training.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in related area and/or equivalent experience/training.
- Nationally Recognized Health/Fitness certifications (i.e. NASM, ACSM).

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$101,000.00 - \$110,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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