

CALVIN DIGGS

DIRECTOR OF CAMPUS RECREATION

CONTACT



SKILLS

- Staff Supervision and Development
- Budget Management
- Project and Program Management
- Inclusive and adaptive recreation practices
- Campus Crisis Management
- Written communications (reports, proposals, policies)
- Student leadership training and mentorship
- Campus community building
- Assessment of student needs
- Business Management

EDUCATION

Master of Science | Health, Physical Education, and Recreation
Jackson State University | MS
1998 – 2001

Bachelor of Science | Mass Communications
Jackson State University | MS
1994 – 1998

PROFESSIONAL SUMMARY

DIRECTOR OF CAMPUS RECREATION

Dedicated and results-driven higher education professional with over 20 years of experience in academic administration, student success initiatives, and curriculum development. Proven history of fostering inclusive learning environments, enhancing institutional effectiveness, and leading cross-functional teams to support strategic goals. Adept at leveraging data-driven decision-making to improve student retention and engagement. Recognized for strong leadership, collaborative spirit, and a commitment to advancing educational equity and innovation in postsecondary institutions through campus recreation.

PROFESSIONAL EXPERIENCE

DIRECTOR OF CAMPUS RECREATION

Colorado State University - Pueblo | Colorado | 2024 – 2026

Successfully increased student participation in campus recreation programs by 27% through innovative wellness initiatives and inclusive programming. Secured external funding to upgrade facilities and expand outdoor adventure offerings. Leads a diverse team of professional and student staff, achieving retention goals and fostering a culture of leadership and development.

- Directs the strategic planning process for Campus Recreation: establish the vision and direction for the organization, make decisions about administrative and operational matters, lead the development and implementation of short-term and long-term plans consistent with a strategic plan to ensure mission effectiveness.
- Direct all operations, including recruitment, supervision, development, and oversight of all full-time, part-time and student staff.
- Responsible for the overall management, coordination and administration of the Division of Campus Recreation and facilities.
- Develop and manage auxiliary budgets, revenue, policies, and programs
- Plan, manage and evaluate the annual operating budget including budget planning, revenue generation, and donor recruitment.
- Knowledge of the Leadership in Energy and Environmental Design (LEED) rating system and demonstrate commitment to sustainable business operations
- Serve as the campus liaison for NIRSA
- Encourage student engagement and reflection on how practices support academic and personal success
- Incorporate elements of mindfulness, stress management, and personal wellness into instruction.

CALVIN DIGGS

SYSTEMS

- Fusion
- IMLeagues
- Adobe
- Zoom
- Microsoft Office
- Social Marketing
- Compiling Statistics
- Database Management
- Quantitative Reports
- RecTrac
- When2Work
- Canva
- Web Advisor
- Team Works

AWARDS

HORACE MOODY AWARD
NIRSA | 2024

HERMAN WILLIAMS
AWARD
NIRSA | 2022

CERTIFICATIONS

- CPR and First Aid
- Automated External Defibrillator
- National Safety Council
- EVERFI Workplace Safety and Health, Cybersecurity, and Ethics and Compliance

EXPERIENCE CONTINUED

DIRECTOR OF CAMPUS RECREATION AND SPORTS FACILITIES

St. Cloud State University | Minnesota | 2018– 2024

Supervised the development, implementation and evaluation of programs, policies, procedures, and operations.

- Directs the strategic planning process for Campus Recreation: establish the vision and direction for the organization, make decisions about administrative and operational matters, lead the development and implementation of short-term and long-term plans consistent with a strategic plan to ensure mission effectiveness.
- Collected and analyzed data to assess facility and program usage and effectiveness, student/staff experiences and department and campus wellness goals.
- Directed the ongoing development and review of risk management and emergency response plans, operational manuals, and rules for fitness center usage based on industry standards and best practices.
- Developed and implemented a Campus Recreation strategic plan including S.M.A.R.T goals, objectives, and action plans in alignment with the institutional mission and priorities.
- Collaborated with the Office of Admissions, Office of Enrollment Management, Counseling Services, the Foundation, and other critical university partners to foster a student-centered environment that is welcoming, inclusive, and supportive.
- Executed supervisory responsibilities including staff recruitment, development, and evaluation.
- Reviewed and approve all purchasing and departmental expenses
- Administer contractual obligations associated with the delivery of recreation management services
- Successfully plan, lead, implement, supervise, and evaluate programs, projects, or initiatives in accordance with applicable guidelines, regulations, and policies and utilization of effective change management strategies
- Establish metrics for department and employee goals which measure effectiveness of contributions to efficient operation of the department.
- Work effectively and respectfully in a culturally diverse and ethnically rich environment
- Supervised, managed, and evaluated personnel towards achieving and maintaining high rates of participant and employee satisfaction.
- Managed stewardship of student funds
- Demonstrated record of effectively managing complex budget portfolios, including revenue-generating enterprises
- Demonstrated ability to articulate the role student life plays in recruitment, student success, retention, and graduation, and a commitment to college student development and student leadership
- Serve as the campus liaison for NIRSA

INTERESTS

- Cooking
- History
- E-Sports
- Traveling
- 60 Minutes
- Student Development
- National Park Enthusiast

MEMBERSHIPS

- NIRSA Member (2003-Current)
 - NIRSA Championship Basketball Series (2023-2025)
 - NIRSA Assembly (2021-2024)
 - TIRSA State Director (2012-2014)
 - Emerging Recreation Sports Leadership Conference, Host Committee Chair (2013)
 - NIRSA Foundation Scholarship Committee Member (2014-2016)
 - NIRSA National Conference, Committee Member (2014)
 - NCAA Collegiate Officials Consortium Football, Official
 - Phi Beta Sigma Fraternity, Member
 - Faculty Staff Giving Campaign Committee SCSU
 - National Federation High School Association, Official
-

EXPERIENCE CONTINUED

DIRECTOR OF STUDENT ACTIVITIES AND WELLNESS

Piedmont University | Georgia | 2016 – 2018

Overseen student engagement programs, campus events, and wellness initiatives designed to support students' physical, mental, emotional, and social well-being including individual coaching, group therapy, wellness workshops, and resources for stress management, healthy living, and personal development.

- Engaged students in the creation, planning, execution, and promotion of social, educational, cultural, and recreational programs and activities with an emphasis on wellness.
- Encouraged student engagement through collaboration and involvement with a variety of campus partners and resource centers.
- Provided support and planning for all programming aspects of student activities and wellness.
- Collaborated with campus wide partners to provide comprehensive, diverse, and inclusive programs for students and the broader campus community.
- Developed and conducted assessments to evaluate program effectiveness and inform future strategies and planning.
- Provided comprehensive direction, support, and guidance in planning co-curricular programs, projects, events, and initiatives such as social and wellness activities, diversity programs, and campus wide traditional celebrations.
- Designed and executed dedicated events to increase student engagement.
- Supervised the Assistant Director, Graduate Assistant, and five shift leaders.
- Managed and tracked statistics related to alcohol education, communication, and conduct and report statistics to college officials as appropriate to remain in compliance (Clery).
- Experience in individual coaching for professional and student staff at the collegiate level, with a deep understanding of departmental goals and mission.
- Planned and managed appointments for direct health services to students.
- Reviewed, updated, and developed health education materials and ensured delivery of high-quality care.
- Managed training and education programs through the National Preparedness Directorate to enhance the nation's readiness for emergencies (FEMA).
- Provided campus-wide training and education for first responders, emergency managers, and other campus community members through a robust enterprise of institutions and partnerships.
- Understanding of National Incident Management System (NIMS) to effectively manage and coordinate all-hazards incidents, ensuring a standardized and consistent approach to incident command, resource management, and communication across all levels of University standards.
- Explored and leveraged a variety of digital resources to enhance student learning and engagement across multiple subject areas with EVERFI digital training platform.
- Delivered engaging, self-paced, and accessible online lessons on topics including Financial Education, Social-Emotional Learning (SEL), Health and Wellness, College and Career Readiness, and Early Learning through the EVERFI digital platform.

CALVIN DIGGS

PRESENTATIONS

Diggs, C. (2025, April). *Dollars & Sense: Personal and Professional Finance Awareness*. Presentation at National Intramural Recreation Sports Association National Conference, Orlando, FL

Diggs, C. (2025, February). *Cheat Codes to Professional Advancement: Grow Your Networking for Professional Success*. Presentation at Emerging Recreation Sports Leadership Conference, Washington, D.C.

Diggs, C. (2023, April). *Whistle While You Work: Developing Excellence in Intramural Officiating*. Presentation at National Intramural Recreation Sports Association National Conference, Pittsburg, PA.

Diggs, C. (2016, 2017, & 2018, June). *Developing Communications for the Pre/Post Game during your Football Season*. Presentation at L.C. Bonner Football Camp, Chicago, IL.

Diggs, C. (2011, January). *Nothing Changes if Nothing Changes Recruitment and Retention of Black Faculty and Staff at Vanderbilt University*. Presentation at Tennessee Intramural Recreation Sports Association Conference, Chattanooga, TN.

Carter, A. & Diggs, C. (2009, February). *And I Wonder: The Benefits of a Professional Development Plan in Campus Recreation*. Presentation at Emerging Recreation Sports Leadership Conference, New Orleans, LA.

Diggs, C. (2008, March). *It's Show Time: Join the Circus of Campus Recreation!* Presentation at Georgia Intramural Recreation Sports Association State Conference, Atlanta, GA.

EXPERIENCE CONTINUED

ASSISTANT DIRECTOR OF CAMPUS RECREATION

Vanderbilt University | Tennessee | 2005 – 2016

Engaged students in the creation, planning, execution, and promotion of social, educational, cultural, and recreational programs and activities with an emphasis on wellness.

- Provided direction, leadership, evaluation, and implementation of new and current programs and publicizes and promotes events, with the assistance of the Marketing Coordinator.
- Conducted training and evaluates the implementation of emergency action plans, sport rules, and policy enforcement.
- Ensured risk management procedures for sports were followed.
- Maintained participation records and publish results of sport standings.
- Maintained equipment, inventory, purchase, and repair for all Intramural sports
- Communicated reservation needs of Intramural sport fields.
- Collaborated with The Ingram Commons to create programs and opportunities that promote the healthy living module in the first-year community and encourage first-year students to engage with the Vanderbilt Recreation and Wellness Center (VRWC).
- Worked to instill the VRWC as an integral part of the first-year student experience.
- Established safety policies and procedures for employees under charge.
- Ensured equipment was in proper working condition and adherence to warranty requirements.
- Provided data, administered regular assessments, and developed assigned programs; maintain detailed records.
- Assisted in the production of communications, publications, and outreach material using multiple technologies and social media platforms.
- Implemented risk management policies and procedures for fitness facilities
- Enforced university policies and compliance standards.
- Determined student staffing needs for assigned areas.
- Recruited, interviewed, hired, trained, and assessed intramural officials.
- Oversaw full-time employees and evaluated them on a yearly basis.
- Assisted with yearly budget preparation for direct areas.
- Monitored expenditures in accordance with the approved budget.
- Met with the Assistant Business Manager monthly to review the budget and make projections for fiscal year-end.

COORDINATOR OF INTRAMURAL SPORTS AND FACILITIES

Grambling State University | Louisiana | 2002 – 2005

Facilitated planning, organization, and execution of intramural sport programs to promote student engagement and wellness.

- Supervised the development and evaluation of intramural programming.
- Formulated and implemented marketing strategies: flyers, newsletters, and forms.
- Maintained a functioning knowledge of all facility operations, and procedures.

CALVIN DIGGS

EXPERIENCE CONTINUED

- Supervised the recruitment, training, and evaluation of student staff and officials.
- Sustained regular contact with interns for marketing, classes, and communications information.
- Assisted in the formation, review, and enforcement of all policies and procedures relating to intramural, including annual revisions of all sport rules and regulations as well as the Intramural Sports Participant Handbook.
- Used university procedural knowledge as well as area expertise to address and resolve pertinent issues primarily independently.
- Communicated resolutions clearly with appropriate parties.
- Worked closely with Recreation events and facilities staff in coordinating all facets of Intramural Sports and campus events.

TEACHING WORK EXPERIENCE

ADJUNCT PROFESSOR

St. Cloud State University | Minnesota | 2020 – 2024

- Teach and develop curriculum in sports administration, including subjects such as sports management, marketing, finance, ethics, and governance, using effective instructional strategies and current industry practices.

ADJUNCT PROFESSOR

Nashville State Community College | Tennessee | 2011 – 2016

- Facilitated undergraduate courses in health and Sports Administration, theory, research, and other areas.

ADJUNCT PROFESSOR

Grambling State University | Louisiana | 2003 – 2005

- Supervised the development and evaluation of intramural programming.

INSTRUCTOR

Wilbur Wright Community College | Illinois | 2001 – 2003

- Planned, organized, and instructed Health, Physical Education and Recreation courses.