



**MARCH 2017
FLSA: EXEMPT**

ATHLETICS COORDINATOR

POSITION DESCRIPTION:

Under general supervision of the Director of Student Development and Athletics, coordinates and oversees intercollegiate athletic programs while adhering to all rules, regulations, and policies regarding student-athlete eligibility, student-athlete orientation and student-athlete programs as established by the State of California and the California Community College Athletics Association (CCCCAA).

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the assigned Administrator. Exercises general and direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Administer, direct, and supervise all aspects of the athletic programs as they relate to facilities, schedules, athletic eligibility, physical examinations, equipment, transportation, insurance, sports information and risk management. Assure game supervision and management of home athletic contests.
- Assure compliance with all laws, rules and regulations associated with national, state, and conference codes.
- Promote athletic programs throughout the college and within the community. Oversee all sports information duties, including, but not limited to, update and compile information for athletic statistical reports and historical records; attend home and designated away events to perform a variety of functions in support of athletic programs including overseeing the press box, and official scoring table to maintain accuracy and integrity of game management personnel; coordinate the compilation of game and season statistics, including the use and training of those working with statistical software; maintain the Athletic web pages and social media channel(s); serve as liaison between coaches and/or student-athletes for all media requests; and coordinating with Public Relation

and Marketing for all media guides, news releases, media requests, and publicity of the Athletics programs.

- Participate with appropriate booster groups, student groups, community groups, and college committees.
- Plans, organizes, manages, and evaluates student-athlete success; establishes program plans, initiatives and activities to meet college and Athletic Department goals and objectives; implements program plans, work processes, procedures and policies required to achieve program performance goals; coordinates and integrates program functions with staff and faculty in counseling, athletics and administration; monitors expenditures against an annual program budget.
- Represents the District at meetings, conferences and seminars including, but not limited to, the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA) and California Community College Athletic Association (CCCAA) and Conference and provides reports and updates from those areas.
- Coordinates with the Welcome Center staff to establish the dates and times for the Student Athlete Orientation Program. Participates in organizing and conducting the orientation.
- Acts as Department liaison, communicates, coordinates and follows-up with various divisions, departments, outside agencies or others to implement plans and actions pertinent to department responsibilities with District policies, procedures and standards; organizes and oversees related activities.
- Develop, allocate and monitor budgets associated with the Athletic Department. Assist Department personnel with budgetary compliance.
- Coordinate Department fundraising efforts performed in accordance with the Foundation.
- Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state and local reports related to athletics: Equity in Athletics Disclosure Act, Title IX compliance and CCCAA Form R-4, as well as any other related conference or college program reviews.
- Works to ensure student-athlete compliance with NCAA, NAIA and CCCAA eligibility requirements; maintains records of all athletic team members' grades and class attendance; assists student-athletes' compliance with the "12 unit" rule. Assists CEC student-athletes in identifying opportunities for and responding to recruitment by four-year colleges/universities; assists in the coordination of four-year college/university coaches' recruitment visits to CEC; assists student-athletes in making the transfer from CEC to a four-year college/university.

- Prepares and presents student-athlete success program information to college deans, parents, and outside groups; complies, maintains and updates data on CEC's persistence rates, retention rates and transfer rates of student-athletes by semester.
- May perform other specialized activities related to the Athletic Department's core functions.

QUALIFICATIONS

Knowledge of:

- An Athletic Department and its functions and operations.
- The laws, rules, regulations and codes associated with community college athletic programs.
- Athletic eligibility requirements.
- Specific needs of individual sports.
- Knowledge of playing, officiating, and other sports rules, regulations and practices used in a wide range of sporting competitions.
- AP and other journalistic standards, methods, procedures and techniques to write athletic news releases and publications.
- Proficient in Microsoft Office and Adobe Creative Suite.
- Working knowledge of sports statistics and desktop publishing software.
- Equipment operations and uses of scoreboard and public address systems used for sporting events.
- Procedures and practices of student-athlete development, admissions, counseling, eligibility for sports participation and college transfer.
- Current trends and practices in college athletic recruiting.
- Principles and practices of program planning and management.
- Principles and practices of sound business communication.
- Research, data compilation, database management, recordkeeping and reporting techniques.

Ability to:

- Understand, interpret, explain and apply NCAA, NAIA and CCCAA rules and requirements applicable to CEC student-athlete issues/needs.
- Coordinate with multiple departments within CCCD to ensure student-athletes are provided maximum assistance in sustaining their athletic eligibility and positioning themselves for successful transfer to a four-year institution.
- Maintain accurate data and statistics on CEC's student-athlete success rates.
- Communicate effectively with student-athletes, parents and community groups.
- Interact effectively and persuasively with visiting coaches from four-year institutions.

- Perform research and analysis on student-athlete trends/status.
- Utilize computers and other forms of advanced technology.
- Use standard web applications to post content to District web pages.
- Prepare clear and accurate financial records, correspondence and other written materials.
- Organize work, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations, policies and department procedures.
- Exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively orally and written.
- Understand and carry out written and oral instructions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university
- 3-5 years of experience in collegiate athletics
- Athletic competition and facility management experience

DESIRED QUALIFICATIONS:

- Individual should possess an understanding of intercollegiate athletics.
- Understanding of CCCAA, NCAA and NAIA eligibility and compliance standards.
- 5-7 years of collegiate athletics administration or support staff experience
- Experience in developing and implementing Athletics compliance and/or operations related programs, policies and procedures.
- Experience in media, public relations, or communications with a specialization in sports.
- 3-5 years of staff management experience.

LICENSES:

- Current valid California Driver's License

WORKING CONDITIONS:

- Interact with a wide variety of individuals
- Working hours may be irregular and vary, including nights and weekends as needed.
- Lift and carry up to 40 lbs.
- Indoors and outdoors work.
- Prolonged periods of standing, bending, leaning, or sitting.
- Travel between buildings on campus, to centers, and off-campus locations.
- Exposure to various weather conditions.
- Extensive computer work.
- Frequent moves from one work area to another.
- Additional hours may be required.