PROFESSIONAL JOB DESCRIPTION

Exempt; Full-time

POSITION TITLE: Athletics Director

DEPARTMENT: Athletics

PURPOSE: Coordinate and manage the athletic-related functions for the College, including planning, organizing, and managing the employees and coaches within the Athletics Department.

ESSENTIAL FUNCTIONS

Develop and implement specific athletic programs; direct and coordinate a full range of athletic department services and programs. Ensure compliance with NWAAC (Northwest Athletic Association of Community Colleges) regulations and appropriate correspondence.

Provide athlete and coach orientation, conditioning, and athletics training programs.

Advise other college personnel in planning programs and services for student athletes and athletic activities.

Supervise utilization of the athletic facilities; coordinate athletic uses of training and weight room facilities; recommend and review policies for student and community use of facilities at the college; review and recommend changes, repairs and improvement of athletic equipment and facilities.

Arrange for athletic events (game management).

Oversee the production of the athletic handbook, bulletins, and other publications. Coordinate master athletic calendars.

Assist in the design and development of the athletic department website. Maintain website and review data entered by coaching staff to ensure current and accurate information is posted.

Assist in the printing of transcripts for all student athletes as necessary; review transcripts for credits and registration; track required paperwork for students transferring – tracers, transcripts, etc. Prepare eligibility report using NWAACC online posting. Monitor eligibility between the Dean of Students, Athletic Director, athletes, and coaches for all athletic programs. Review necessary eligibility forms. Assist the coaches and athletes with regards to compliance of NWAACC codes regarding roster, eligibility, pictures, etc.

Distribute NWAACC calendar of due dates to all athletic coaching staff. Monitor due dates and send reminders to all coaching staff. Follow up to assure all due dates have been met.

Oversee the coordination of college vehicles for athletics travel, insurance claim processing, and concession procedures.

Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety.

Assist coaches with hiring of staff; forward recommendations of hire to Dean of Administrative Services and Human Resources. Approve payroll work authorizations for all department staff.

Make recommendations in matters of student athlete discipline; advise students in eligibility and academic issues.

Develop annual athletics department budget; review and control expenditures from athletics accounts. Provide leadership for Booster and other athletics club fundraising activities. Assist the Booster President with the delivery of Booster benefits (apparel, recreation passes, and plaques).

Attend all athletic home events/competitions and act as the game administrator, or be responsible for delegating a game administrator.

Serve as liaison with community, state and conference organizations related to athletics.

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Athletics, Physical Education or a closely related field. Experience and knowledge of: current practices in the delivery of athletic programs at post-secondary institutions; student athletic issues; supervision techniques; administrative budgeting and financial recordkeeping and control procedures; NWAACC rules and practices; sport procedures and practices. Must have the ability to: integrate multiple activities and programs around the goals of the athletic programs; participate with other campus personnel in developing and coordinating activities, goals, and services; develop and provide athletic services to meet the needs of a wide variety of student athletes; supervise and train students and staff in a variety of labor intensive activities; communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties. Must live within 20 miles of the Ontario campus.

PREFERRED: Master's degree in Athletic Administration or closely related field. Experience working as an assistant athletic director, college level teaching and coaching, or any combination of related athletic or administrative experience in a post-secondary setting. Experience in fundraising, donor stewardship and athletic development activities. Bilingual English-Spanish.

SPECIAL LICENSE/CERTIFICATE: Valid driver's license.

PHYSICAL DEMANDS

Minimum physical exertion. While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 20 pounds on an occasional basis. Manual dexterity and

coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments.

Travel and evening and weekend hours may be necessary to attend monthly Board of Education meetings and relevant statewide meetings.

SUPERVISORY RESPONSIBILITY

Supervise department secretary, head coaches, assistant coaches, and student employees.

Responsible for performance evaluations of staff. Carries out other supervisory responsibilities in accordance with college policies and applicable laws. Responsibilities include: interview, hire, and train employees; plan, assign, and direct work; reward and discipline employees; address complaints and resolve problems.

SUPERVISION RECEIVED

Works under the general supervision of the Dean of Administrative Services.

The above description covers the most significant duties performed but does not include other related occasional work.

Created 1/98;
Updated 1/08; 8/10

I have read and understand this position description.

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Employee Signature Date