

College of the Redwoods

Position Description

Position: Athletic Programs Coordinator	Position Number:
Department/Site:	FLSA: Non-Exempt
Evaluated by/Reports to: Director, Athletics	Salary Grade: 118

Summary

Coordinates, oversees, and participates in administering interscholastic athletic programs including support for student athletes, compliance with collegiate athletic governing agencies, supervision of athletic contests, and recruitment of prospective student athletes.

Essential Duties and Responsibilities

- Coordinates athletic programs as they relate to facilities, schedules, athletic eligibility, physical examinations, equipment, transportation and insurance. Assures game supervision of home athletic competitions.
- Assures compliance with all laws, rules and regulations associated with national, state, and conference codes.
- Under the direction of and in coordination with Marketing and Foundation, promotes athletic programs within the college and within the community. Participates with authorized booster, student, and community groups, and college committees.
- Coordinates and integrates program functions with staff and faculty in counseling, athletics and administration.
- Represents the District at meetings, conferences and seminars including but not limited to the NJCAA, California Community College Athletic Association and Conference and provides reports and updates from these areas.
- Coordinates with the trainers and coaches to establish the dates and times for the Student Athlete Orientation Program. Participates in organizing and conducting the orientation.
- Serves as department liaison, communicates, coordinates and follows-up with various divisions, departments, and outside agencies to implement action plans assuring compliance with District policies, procedures and standards.
- Participates and may coordinate fundraising efforts performed through the Foundation, including the Athletic Auction, and other athletic department events.
- Works to ensure student-athlete compliance with NCAA eligibility requirements. Reviews and maintains records of all athletic team members' grades and class attendance. Monitors student-athletes' compliance with "12 unit" rule.
- Assists student-athletes in identifying opportunities for and responding to recruitment by four-year colleges/universities. Coordinates four-year college coaches' recruitment visits.

- Provide direct support to the Athletic Director and be the first point of contact in his absence.
- Supervise federal work study group that are mission critical for daily operations of athletics, special projects and community events in support of the district.
- Responsible for hiring, training, scheduling, tracking budget and supervision of federal work study students working in athletics.
- Maintains, repairs, and replaces equipment. Orders equipment from established vendors.
- Reports unsafe facilities and conditions to Maintenance/Facilities Department for repair.
- Performs other related duties as assigned that support the objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized knowledge of collegiate athletic programs and connections to CCCAA and NCAA rules and regulations governing intercollegiate competition, federal gender equity requirements, coaching techniques and procedures, sports administration, fundraising, recordkeeping techniques, and student services programs geared at the academic achievement of student-athletes. Requires working knowledge of District, Conference, and NJCAA rules and policies, organization structure, and negotiated contracts relating to intercollegiate athletics. Requires sufficient computer skills to use common office productivity applications and specialized programs for student information and athletics. Requires well-developed human relations skills to guide others to accomplish tasks, for consensus building and conflict resolution, facilitate small group processes, and engage in formal speaking to large and diverse audiences.

▪ Abilities

Requires the ability to accomplish the objectives of the position. Requires the ability to participate in fundraising programs and develop strong relationships with the community, ability to work with academic and administrative departments in a cooperative manner, develop leadership in athletic department staff, and act as liaison for student/faculty relations. Requires the ability to employ critical thinking to solve logistics problems associated with scheduling, organizing, and implement games/contests. Requires the ability to interpret rules and policies as a representative of the District and the spirit of athletic competition. Requires the ability to demonstrate sensitivity to and mutual respect of, a diverse population of students, staff, boosters, and spectators.

▪ Physical Abilities

Requires the ability to perform work of a moderately active nature. Requires sufficient ambulatory ability to walk to athletic venues and to travel. Requires sufficient strength to push/pull/lift athletic equipment of medium to heavy weight on an occasional basis. Requires sufficient hand/eye and body mobility to demonstrate methods and safe work practices, and retrieve work materials from overhead and floor levels. Requires sufficient visual acuity to observe moving objects and people and read printed materials. Requires

auditory ability to speak and hear conversations and to project voice to a large audience.

- **Education and Experience**

Position requires a Bachelor's degree in a discipline related to athletics such as physical education, sports business management, kinesiology, supplemented with three years of experience with an athletic department and/or AA degree with six years' experience.

- **Licenses and Certificates**

Requires a valid driver's license, first aid card, and CPR certificate.