

College of the Redwoods

Position Description

Position: Assistant Director Athletic Programs	Position Number:
Department: Physical Education	FLSA: Exempt
Reports to: Director of Health, PE, Kinesiology, Recreation and Athletics	Salary Grade: 124

Summary

Under the direction of the Director of Health, PE, Kinesiology, Recreation and Athletics, assist with plans, organization, coordination, supervision, and evaluation of a comprehensive program of intercollegiate athletic activities, including but not limited to the following representative duties. This is a 0.8 FTE 12 Month Manager Position

Essential Duties and Responsibilities

- Assist with intercollegiate athletic activities in compliance with District, State, Federal, and/or California Commission on Athletics (COA) regulations, policies, and standards, including Title IX; keeps others informed as appropriate to their responsibilities.
- Familiarize and stay current with all CCCAA eligibility rules; assist with regular notifications and eligibility checks and paperwork.
- Interact with secondary schools to inform them of educational and athletic opportunities at College of the Redwoods.
- Works with AD, coaches, and staff to make sure arrangements for home contests including facilities, game officials, support staff, security, field/court decorum, concessions through Athletes Club; attends home athletic events, or arranges for coverage.
- Develop, foster, and maintain positive working relationships with and between the College staff and local media representatives and organizations.
- Assist with budget development for intercollegiate athletic operations
- Periodically attend Booster Club meetings on the various programs and their status.
- Assist with fundraising efforts and support of CR foundation for special fundraising events.
- Assist in determining staffing, facility, and equipment needs for the athletic program, planning for future needs.
- Assist with maintaining positive community relations; coordinate publicity with coaches and Public Relations including season passes, press releases, schedules, awards banquets, community groups, etc.
- Coordinate Hall of Fame Committee and induction events
- Direct the program of the district to accommodate a diverse student population.
- Assist in the growth and success of a diverse population of students through careful preparation of materials.
- Work with AD, Sports Information and Web design staff to ensure statistical and recruiting information is current and properly archived on Athletic

Web pages.

- Operate a computer, printer and other office equipment as assigned, be proficient in the office suite and its components, word, excel and operate a camera.
- Available to student athletes on a variety of issues, refers them to appropriate District resources for assistance as appropriate.
- Can serve as administrative representative during athletic events.
- Can serve as advisor for the Athletes Club programs.
- Perform related duties as assigned by the Director.

Qualifications

Knowledge and Skills

Knowledge of athletic rules, particularly of the California Commission on Athletics and Title IX; operational aspects of athletic teams activities, including competitions; athletic field/facilities conditioning and equipment operation; required safety practices; teaching practices and techniques; techniques of personnel supervision; planning techniques; faculty management techniques; report writing; District policies and procedures; community college operations; and the ability to understand and deal with Diversity.

Abilities

Ability to learn, interpret, communicate and apply applicable District, State, Federal, and COA regulations, CCCAA bylaws standards, and requirements; plan, organize, coordinate, supervise, and evaluate a comprehensive athletics program; develop curriculum and course schedules; communicate effectively verbally and in writing; select, train, supervise, and evaluate coaches and all staff; work independently; prepare and manage a departmental budget; provide research, compile data, analyze information, make recommendations, prepare reports; conduct meetings; work cooperatively with others; positively represent the college to the public; coordinate group work efforts; set priorities; stay professionally current; work variable hours, including evenings and weekends.

Physical Abilities

Sitting and standing for extended periods of time, hearing and speaking to communicate and exchange information, moderate lifting and carrying athletic equipment up to 50 pounds. Dexterity of hands and fingers to operate a computer keyboard

Education and Experience

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background of community college students. Possession of a Masters Degree and one year of formal training, internship, or leadership experience reasonably related to the assignment

Licenses and Certificates

Valid CA Drivers license.