

### ATHLETICS COORDINATOR

| **Reports to:**  | Athletic Director |  |  |
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| **Dept:** | Athletic | **Range:** | 22 |
| **FLSA:** | Nonexempt/Extended Day | **EEO:** | Technical/Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, perform a variety of responsible athletic program support activities; ensure athletic equipment and supplies are available, safe, maintained and prepared for athletic competition and kinesiology/health classes; assist the Athletic Director to plan, organize and publicize an intramural sports program for enrolled students; provide game management as necessary; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*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.*

1. Develop budget for the purchase of athletic uniforms, equipment and supplies; coordinate with coaches to determine uniform and equipment needs; prepare bids, contact vendors to determine price, availability and quality of athletic products; purchase and inspect uniforms; manage athletic equipment and supplies to ensure they are safe, secure and reliable; prepare and administer program budgets as assigned; authorize expenditures according to established guidelines.
2. Order, receive, catalog and store supplies, materials and equipment; direct and participate in inventory of kinesiology/athletic equipment and materials, ensuring that adequate quantities are available for instructional and athletic contest use; mark equipment with approved identification; issue and control inventory of athletic uniforms and supplies; over­see cleaning of soiled athletic uniforms; collect, inspect and store equipment at end of season.
3. Coordinate with Athletic Director, coaches, faculty, Facility and Grounds Department to determine athletic facility availability and condition.
4. Coordinator a full range of intramural sports for students; act as intramural site supervisor and provide rules and techniques of safe play for intramural event participants; promote the intramural sports program through e-mails, flyers, presentations and demonstrations; assist in identifying need for new programs/events; evaluate program effectiveness.
5. Provide game management for intercollegiate athletic contests and intramural events.
6. Prepare gymnasium and fields for classes and intercollegiate athletic competition; break down after contests; issue and collect referee vouchers for all intercollegiate contests; assist in managing referees, visiting teams, coaches, fans, volunteers, Athletic Trainers and students during athletic events.
7. Prepare statistical reports and maintain related records; prepare forms for equipment out­standing and transcript holds; assist in monitoring the academic performance of student-athletes; gather and analyze program data.

**OTHER DUTIES:**

1. Plan and organize usage of locker rooms for students, staff and community groups; maintain locker room facilities in a clean, safe and sanitary condition; repair lockers; establish and monitor locker room schedules.
2. Train student workers, volunteers, interns or others to use specialized equipment at scorer's table (scoreboard, shot clock, official book); operate the equipment when needed.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Equipment, materials and supplies of college athletic, intramural sports and physical educa­tion programs.
2. Methods and techniques of maintaining, cleaning and repairing athletic uniforms and equip­ment.
3. Inventory and storage practices.
4. Laws, regulations, rules and policies pertaining to an intercollegiate athletic program including those of the NCAA, CCCAA and Pacific Coast Athletic Association.
5. Athletic competition safety policies and precautions.

### ABILITY TO:

1. Provide game management for athletic contests and intramural events.
2. Learn, interpret, explain and apply myriad rules and regulations applicable to intercollegiate athletics.
3. Control and maintain athletic and physical education equipment, supplies uniforms and budget.
4. Meet schedules and timelines.
5. Train and provide work direction to student workers and volunteers.
6. Communicate effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Operate a computer, standard business software and specialty athletic contest scoring equipment.
9. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
10. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

An associate degree and at least three years of responsible experience in school athletics; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to student workers, temporary staff or volunteers.

**CONTACTS:**

Students, athletes, coaches, faculty, other departments, vendors, trainers and rental agencies.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical labor including pushing, pulling, sitting, standing, walking, bending and/or stoop­ing; lifting and carrying of objects weighing up to 70 pounds; repetitive use of a computer keyboard, mouse or other control devices; ability to travel and/or drive to a variety of locations on and off campus as needed to conduct district business

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established dead­lines and changing priorities.

**WORKING CONDITIONS:**

Indoor and outdoor athletic and physical education environments, subject to frequent contact and interruptions by individuals in person or by phone; exposure to dust, dirt, heat, cold, fumes, steam, moisture, noise, etc.; may be required to work at any district location or authorize facility during day and/or evenings including occasional weekends and holidays on an as-needed basis. Occasional local and regional travel may be requested.