

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR-ATHLETICS/WELLNESS

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

The coordinator assists the planning, organization, administration and management of the Department of Athletics and Wellness Education. Work includes management of class schedules, preparing faculty contracts, developing sport schedules, managing budgets and travel preparations. The coordinator ensures compliance with college, state and national policies and procedures in regard to athletic administration, sports information, marketing and hosting events.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITIES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree (Education, Physical Education, Sports Administration, Sport Science, Communications or Mass Communications or similar field) required.
2. Years of experience infield: Minimum of three years' work experience in sports management, athletic administration, sports science, educational administration or related field required.
3. Special skills or abilities related to position: Experience in developing plans, schedules and budgeting. Possess a strong background in sports information, sports publicity, and marketing and media contacts. Possess strong organizational and computer skills with emphasis on word processing, spreadsheets, data collection and dissemination of information. Possess the ability to communicate effectively with college departments and community organizations. Some evening and weekends may be required.

ESSENTIAL JOB FUNCTIONS:

1. Supervises staff and /or student assistants, including recruitment, selection, training, work assignment, evaluation, and termination.
2. Coordinates contracts for sport schedules, develops sport travel requests and auditing of transportation, housing and meals per state and institutional policies.
3. Manages accounts for specific budgets and projects, provides documentation and interpretation for audits.
4. Manages the signing of scholarships, external communication with college departments on housing, meals, books, tuition and the accountability of the athletic program.
5. Manage and coordinate all aspects of the sports information program.
6. Coordinates use of facilities, secures instruction materials, equipment and supplies as needed to facilitate programs.
7. Analyzes and evaluates student transcripts, records and eligibility status in regard to state and national rules and regulations.
8. Manages and supervises facility requests, projects and rentals.
9. Gathers and maintains information to support special reports, state and national honors and recognition of records and accomplishments.
10. Supervise staff assigned to special events or as assigned within the department.
11. Act as point of contact for faculty, staff, students and visitors.
12. Requires overnight, out-of-district travel on a recurring basis.
13. Must have a valid FL driver's license.
14. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required and appropriate for the position.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- Works in gymnasium and indoor exercise areas.
- Works outdoors.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus-Building 6-Gymnasium

SUPERVISOR OF POSITION: Director-Athletics and Wellness Education